



Contingency Planning for Job Action

**GUIDELINES FOR ADMINISTRATORS & COORDINATORS
WHILE UNDER WORK TO RULE SANCTIONS FROM STF**

GOOD SPIRIT SCHOOL DIVISION #204

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FOREWORD

Good Spirit School Division has a committee tasked with creating contingency plans in the event of job action from any of its employee groups. This committee consists of:

Board Chair or designate
Director of Education
Deputy Director of Education
Chief Financial Officer
Superintendent of Human Resources
Communication Personnel

These guidelines are intended to assist school-based administrators and coordinators with the expectations placed upon them during job action. Senior leadership is committed to working with and supporting administrators and coordinators in leading their schools and the people they have supervisory responsibilities for.

As members of the Teachers' Federation, principals, vice-principals and some coordinators share collective bargaining rights but carry significant additional responsibilities that cannot be abandoned. We recognize the task of balancing student needs and safety with the rights of teachers and administrator/coordinator job duties may be difficult to navigate.

GUIDING PRINCIPLES

1. Student Well-Being

Student safety and well-being will remain at the core of GSSD. It is the administrators/coordinators professional and statutory responsibility to ensure the school environment remains a place that promotes the intellectual, emotional and spiritual growth of our students.

- Administrators are expected to be at school fifteen minutes prior to the school day during sanctions for student safety purposes.
- Administrators should remain at school at the end of the day until the safety of all students is ensured. The Federation will not ask principals, vice-principals or assistant principals to undertake an action that would compromise their position or the safety of their students.
- Schedules should be created to ensure adequate supervision of students always occur.

2. Student Learning

Administrators/Coordinators must ensure professional quality instruction is maintained in all our schools while they are in operation.

- Notify your Superintendent of Education if the student's quality of learning experiences deteriorates during extended job action.
- Administrators/coordinators are expected to take appropriate action if employees are not meeting job descriptions and should confer with their supervisor, should they require further support.
- Student-led conferences outside of the school day are an exception to this sanction action and will be allowed to occur as scheduled.

3. Communication

GSSD has a committee responsible for communicating key messages to staff, students, families and the community during job action. This communication is vital to our values of respect, responsibility and perseverance. Administrators/Coordinators will receive key messages via email. These messages will need to be shared and responded to in a timely manner. It is an administrator's responsibility to:

- Notify user groups that facility rental agreements will continue during job action.
- Ensure staff and student attendance records are accurate.
- Notify your supervisor of any actions from employees that can be deemed potentially damaging to student well-being, student learning, the ability of non-STF members to complete their job assignment or to the reputation of GSSD.
- Notify your supervisor of any known/anticipated special circumstances disrupting the potential operation of the school.

- Instruct staff not to verbally reference job action in the classroom or in the presence of students.
- Be mindful of social media presence related to job action.
- Principals may be required to report to the Director (or designate) at the beginning and the end of each day to review the day's events and to re-evaluate plans moving forward as they relate to the safety of students.

4. Job Descriptions

Administrators/Coordinators are responsible for planning the work of employees not involved in job action while a disruption occurs. Job descriptions will need to be discussed with each employee group at your school. Job action may mean a greater emphasis is temporarily placed on certain duties found within the employee's job description.

5. Security

A clear priority for Principals is to ensure that all reasonable precautions are taken to safeguard the health and safety of students, staff and GSSD property.

1. Administrators shall direct caretaking personnel to follow existing door locking procedures.
2. Administrators shall direct non-STF staff (excluding caretakers) to report to the Administrative Assistant at the beginning of their shift.
3. Administrative Assistants must immediately inform the Superintendent of Education of any difficulty employees are experiencing as a result of job action (picket lines, protests, blockades, etc).
4. Caretaking staff will communicate directly with the Caretaker Coordinator regarding any emergent facility needs and damage to property while sanctions are occurring.
5. Network security will be under the direction of the Chief Financial Officer.

CONTINGENCY PLAN: WORK TO RULE

During a job action by the Saskatchewan Teachers' Federation, members of GSSD central staff are committed to working with and supporting administrators in leading their schools. In preparation for Work to Rule sanctions provided by STF members, the following procedures should be followed by administrators to ensure the safety of our children and the regular operation of school:

1. It is expected that all duties as laid out in the Education Act, The STF Code of Ethics, GSSD Administrative Procedures and GSSD Code of Conduct will continue to be adhered to during sanctions.
2. Extra curricular is defined as any student activities that occur either before or after the regular school hours. School sponsored extra-curricular activities must be under the direct supervision of a professional staff member. Administrators should advise professional staff that continuing to offer extra curricular services is not permitted.
3. A list of possible extra-curricular activities affected by sanctions, before the end of the school year, as well as the teachers responsible for that activity should be provided to the Superintendent of Education.
4. The Division will communicate to the public, broad statements regarding the cancellation of extra curricular activities. Administrators will ensure that staff communicate directly to students, families and volunteers specific details related to the activity. The Superintendent of Education should be aware of the communication.
5. The administrator will ensure all cancellations have occurred for facilities and other services that may have a financial cost.
6. Cancellations for transportation services will occur one week in advance by the Transportation Department. Administrators will be notified of the cancellation.
7. There will be a necessity to review the extra-curricular hours submitted after sanctions have been lifted.

Quality instruction must be maintained in all our schools while they are in operation. If the quality of learning experiences deteriorates during extended STF sanctions, Administrators are expected to take appropriate action and to confer with their Superintendent of Education, should they require further support.

Extra-curricular activities affected by Work to Rule Sanctions

This form will be sent to administrators in the event that Work to Rule sanctions are put into place.

Extra Curricular Info

GSSD is planning for possible job sanction including removal of extra curricular activities.

* Required

1. School Name *

2. Current extra curricular affected: *

3. Future extra curricular affected: *

Submit

GSSD Contingency Plan for Teacher Job Action
Type of Action: Withdrawal of Extra-Curricular

Strategic Areas	Important areas for consideration	Lead
Student Well-Being & Learning	<ul style="list-style-type: none"> Decisions made prioritize this area Do all mitigation strategies below ensure the learning & well-being of GSSD students? 	Bob Simpson Quintin Robertson
Internal Process	<ul style="list-style-type: none"> What services and administrative procedures are affected by this job action? 	Donna Kriger
People Capacity	<ul style="list-style-type: none"> What specific job duties will be compromised during job action? 	Jason Trost
Financial Stewardship	<ul style="list-style-type: none"> What are the financial ramifications felt by the specific job action? 	Keith Gervais

People Capacity	Specific Job Description items that will be compromised during job action. In the event that they need support outside of regular school hours.	Lead Who do they call when the administrator is participating in work to rule.
Admin Assistants	Regular duties	Superintendents of Schools
Caretakers	Regular duties	Dan Boyle
Library Techs	Regular duties Libraries will be closed 15 minutes prior to and 15 minutes after school	Superintendents of Schools
Educational Assistants	Regular duties	Superintendents of Schools
Bus Drivers	Regular duties Trips outside of regular school hours will be cancelled one week in advance by Central Office Bus drivers to hold students until 15 minutes prior to school start time	Laurel Pitsula Becky Hoffman
PSP's	Office hours outside of regular school hours Regular duties	Quintin Robertson
Coaches	Regular duties Travel time can extend outside regular work hours	Lisa Wotherspoon
Facility Department	Regular duties	Dave Sliva

Finance/Payroll Department	Regular duties	Raquel Spilchuk Darryl James
Human Resources Department	Regular duties	Jason Trost
Technology Department	Technicians have regular duties Network Coordinator to develop contingency plan	Keith Gervais
Partnerships	Activities connected with a school outside of regular school hours will be cancelled	School Superintendents
Student Support Coordinators	Regular duties & office time for Michele Haczkevicz Val Ruf & Laurel Welke should be communicated to complete duties during the regular school hours	Quintin Robertson
School Community Council member	No meetings	Superintendents of Schools
Parents	*****	Superintendents of Schools
Internal Process <i>What services and administrative procedures are affected by this job action?</i>	Mitigation Strategy	Lead
	Intramurals may continue over noon hours if it is part of the supervision process of the school.	Administrator
AP 110 SCC	5 meetings during the 19-20 year may not be possible if they occur outside the school day. Functions may occur during the school day.	Administrator
Various AP's Ex: OHS meetings	Administrators to conduct the business of the AP's during the school day.	Administrator
AP 260 Extra-curr activities	All extracurricular occurring outside regular school hours are cancelled. This includes non-faculty coaches.	Administrator
AP 498 Non teacher coaches	The director has not approved non-teacher coaches	
AP 261 - Field trips	All field trips occurring outside regular school hours are cancelled.	Administrator
AP 295 - Interns	Co-op teacher will share the messaging with the Interns	Administrator

AP 312 - School Safety Patrols	Safety Patrols continue 15 minutes after school Safety patrols supervised by support staff will continue as scheduled	Administrator
	Administrators name will be removed from the After Hours call list and replaced with the Facility/Caretaker coordinator	Carmal Kittler
AP 550 - Transportation Safety	Temporarily amend AP 4.1 - Bus drivers to hold students on bus until 15 minutes before school, not 20 as indicated in AP	Laurel Pitsula
Technology	Technology interruptions outside of regular school hours	Cory Stupak
Financial Stewardship <i>What are the financial ramifications felt by job action?</i>	Mitigation Strategy	Lead
Supervision	Record the cost of additional supervision	Keith Gervais
Supervision	Record the cost of criminal record checks	Keith Gervais

APPENDIX 1: EDUCATION ACT: DUTIES OF THE PRINCIPAL

Duties of principal

175(1) Subject to the stated policies of the board of education or the conseil scolaire and to the regulations, a principal, under the supervision of the director, shall be responsible for the general organization, administration and supervision of the school, its program and professional staff and for administrative functions that pertain to liaison between the school and the board of education or the conseil scolaire and its officials.

(2) The principal shall:

- (a) organize the program of courses and instruction approved by the board of education or the conseil scolaire for the school;
- (b) assign, in consultation with members of the staff, the duties of each member of the teaching staff;
- (c) prescribe the duties and functions of assistants and support staff;
- (d) exercise general supervision over the work of:
 - (i) all members of his or her staff; and
 - (ii) other employees of the board of education or the conseil scolaire whose duties relate directly to the care and maintenance of the school building and its facilities;
- (e) exercise general supervision over the well-being and good order of pupils while the pupils are at school or participating in school activities;
- (f) provide leadership for enhancement of the professional development of staff;
- (g) co-operate with the universities in programs for the education and training of teachers;
- (h) conduct, in co-operation with the staff, a continuing program of planning and evaluation with respect to the objectives, curriculum, pedagogy and effectiveness of the instructional program of the school;
- (i) define and prescribe the standards of the school with respect to the duties of pupils and give direction to members of the staff and to pupils that may be necessary to maintain the good order, harmony and efficiency of the school;

- (j) administer or cause to be administered any disciplinary measures that are considered proper by him or her and that are consistent with this Act;
- (k) establish, in consultation with the staff, the procedures and standards to be applied in evaluation of the progress of pupils and in making promotions;
- (l) develop, in co-operation with the staff, procedures for preparation of reports to parents or guardians on the progress of pupils and establish mutually acceptable and beneficial channels for communication between the school and parents or guardians of pupils;
- (m) maintain regular liaison with the director with respect to all matters pertaining to the well-being of the school, the staff and the pupils;
- (n) advise and make recommendations to the director with respect to the staffing of the school;
- (o) prepare and furnish to the director, the board of education or the conseil scolaire and the department any reports and returns that may be required from time to time with respect to the school; and
- (p) exercise leadership in co-operation with the director and the board of education or the conseil scolaire in the promotion of public involvement in educational planning directed towards the improvement of education in the school and in the school division or the francophone education area.

1995, c.E-0.2, s.175; 1997, c.35, s.16.

Reference: https://www.stf.sk.ca/system/files/principles_to_guide_exemptions_2020.pdf.