
Board Governance Policy Cross Reference: [1, 4, 12, 14, 16](#)

Administrative Procedures Cross Reference:

[Reporting of Accidents/Injuries/Incidents - Staff](#)

[Responsible Use of Information and Communication Technologies - Employees](#)

[Smoke and Vapour Free Environments](#)

[Staff Conduct and Discipline](#)

[Workplace Safety and Health](#)

Form Cross Reference:

Legal/Regulatory Reference:

[CUPE 2972 Collective Agreement](#)

[IANTE Collective Agreement](#)

[ISDBDA Collective Agreement](#)

[Provincial Teachers' Collective Agreement](#)

[The Manitoba Labour Relations Act](#)

[The Employment Standards Code \(Manitoba\)](#)

[Education Administration Act](#)

The Interlake School Division (ISD) administers the provisions of the collective agreements as negotiated with their employee groups as well as the legislative and regulatory requirements of [The Manitoba Labour Relations Act](#) and [The Employment Standards Code](#).

1. Hours of Work

- a) **Non-Union Employees:** See Non-Union Employee Handbook, Section 6.
- b) **Teachers** - See [Education Administration Act](#), Section 40

c) **Union Employees:** See respective collective agreements:

i. [IANTE](#) – Article 12

ii. [CUPE](#) – Article 13

iii. [ISBDA](#) – Article 15

2. Employees with Two or More Positions in the Division

The total of all regularly scheduled hours cannot exceed 8 hours in a day or 40 hours in a week. Any current employee of the Interlake School Division applying for a second position with the intent of working two positions at the same time, that combined exceed 8 hours per day within the Division, must obtain senior administration approval prior to their application being considered.

3. Statutory Holidays (Non-teaching employees)

- a) **When a General Holiday falls on a Weekend:** With the exception of Remembrance Day, staff members will receive an alternate day off when a general holiday falls on a weekend. Advance notice will be given of the day the general holiday will be observed. Remembrance Day is only observed on November 11th.
- b) **Statutory Holiday Pay:** Part-time employees will be paid an amount equal to their average daily earnings over the last 30 days. Full-time employees will be paid one day's pay.

4. Health and Safety

- a) **Smoke and Vapour Free Environment:** All Division buildings, grounds and vehicles are smoke and vapour free.
- b) **Alcohol and Drug Free Workplace:** The use of alcohol and/or drugs at school, school-sponsored events and Division workplaces/vehicles is prohibited.
- c) **Incidents and Injuries at Work** (See [Reporting of Accidents/Injuries/Incidents – Staff](#))
 - i. **All Injuries and incidents must be reported**
All injuries and incidents that occur while performing your job must be reported to your immediate supervisor directly following the incident, even if no serious injury results.
 - ii. **Workers Compensation (Non-Teaching staff)**
All non-teaching staff are covered by workers compensation insurance. A Worker's Compensation Board injury report must be completed for all incidents.

5. Use of Divisional Property

- a) **Computers:** Computers and email addresses are provided for business purposes. Personal use of computers should be restricted to non-working time wherever possible (i.e. coffee breaks, lunch). All communication, both personal and business, must be professional and respectful. Laptops issued to staff remain the property of the Division.
- b) **Cell Phones:** Cell phones issued to staff remain the property of the Division. All non-business charges are to be reimbursed to the Division.
- c) **Vehicles:** Vehicles issued to staff are for business purposes only and remain the property of the Division.
- d) **Other Equipment:** Use of other Divisional equipment for personal use is at the discretion of the appropriate supervisor.

6. **Dress Code:** Professional business dress requirements apply to all Division staff unless their position specifically excludes it. Staff in locations that subscribe to “Casual Fridays” are still expected to wear attire that projects a business-like image (dressy jeans, polo shirts, etc.). Appearances should reflect the values of the public school system and the community.