

## **TRAVEL**

### **Travel Allowance**

**GBCB**

The travel allowance for all division personnel, while using their own vehicle on division business, shall be the prevailing rate as established by Board resolution.

**PERSONNEL WELFARE & BENEFITS**

**GBG**

Terms of employment for unionized employees shall be according to terms and conditions of their respective collective agreements. Terms and conditions for all employees not covered by a collective agreement or personal contract shall be as approved by resolution of the Board. 12 Nov 93; Rev 28 Jan 97(87); Dec 05

**CONCERNS REGARDING PINE CREEK SCHOOL DIVISION STAFF**

Rev 9Nov04(83)

**GBK**

As a general principle, Board members and supervisors in the organization shall attempt to deal with concerns by directing individuals initially to the appropriate level in the chain of command. Individuals should be encouraged to express their concerns in writing. Rev 8 Apr 97 (180)

**Pledge of Confidentiality**

**GBO**

Each employee of the Division shall be provided with appropriate orientation on the policies and procedures, and shall sign the Pledge of Confidentiality.

**Professional Development**

**GCI**

Pine Creek School Division is committed to the ongoing training of staff of the division.

**Supervision of Small Schools**

**GCND**

All satellite schools as designated by the board shall be administered and supervised by an elementary principal as assigned by the Board.

Rev 31 May 88(259)

**Teacher Exchanges**

**GCT**

Pine Creek School Division supports teacher exchanges in the belief that the program will provide professional development opportunities for teachers and will expose students to new experiences.

**BUS DRIVERS****G DFA**

It is the policy of Pine Creek School Division to provide safe and efficient transportation of students.

## **Evaluation Policy**

**GE**

### **Principal**

The Principal is the key individual in determining the effectiveness of a school. All principals new to a particular position will be evaluated in their first year in the position.

### **Division Office Staff**

The evaluation of the Administrative Secretary, Administrative Assistant and Finance Assistant is the responsibility of the Secretary-Treasurer.

28 Jan'97(87)

### **Procedures for Evaluation of Teacher Assistants, School Secretaries, Library Clerks, and School Custodians**

The principal is responsible for the evaluation of support staff, but will consult with other professional staff in supervisory positions. The divisionally approved form will be used for each evaluation.

26 Jun 01 (313)