



3109 EMPLOYEE HANDBOOKS GUIDELINES

Policy Type: Human Resources Manual
Applies To: All Staff, Students, Visitors
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 06 2020
Revisions:

1. PURPOSE:

- (a) In order to avoid duplication or out of date policies and guidelines, staff handbooks may not contain any information that is contained in other policies or contracts.
- (b) The following guidelines outline for administrators and employees what information must be included in staff handbooks.
- (c) Principals may establish campus specific policies and include them in handbooks provided they are consistent with other LCS policies and contracts.
- (d) LCS policies may be listed with a specific reference to the policy number and location of the policies referenced.

2. HANDBOOK CONTENTS:

- (a) Calendars and schedules
- (b) Important dates
- (c) School-wide events
- (d) Events staff are required to attend
- (e) Parent teacher conferences expectations
- (f) Teaching schedule template
- (g) TOC/EOC planning expectations

3. SCHOOL SPECIFIC PRACTICES AND PROCEDURES SHOULD BE OUTLINED IN STAFF HANDBOOKS

- (a) Devotions
- (b) Assemblies and chapels
- (c) Safety information including fire drills and where to find Emergency Procedures Manual

- (d) TTOC book requirements (see HR400.006)
- (e) Attendance procedures
- (f) MyEd and reporting procedures
- (g) Supervision zones and expectations
- (h) ERC information including staff representative contact information
- (i) Restorative framework and/or disciplinary procedures
- (j) Reporting and assessment practices
- (k) Professional development information
- (l) References to relevant policies, forms and where to find them

4. COMMUNICATION PLAN AND BRAND GUIDELINES

- (a) Staff handbooks may only be shared with staff in non-editable PDF format
- (b) Staff handbooks must be submitted to Head of School and distributed to staff no later than September 15 of each school year
- (c) Alterations or changes to staff handbooks must be submitted to and approved by the Head of Schools, and changes communicated to staff in a timely manner
- (d) Staff handbooks must adhere to LCS approved branding guidelines including fonts, logos and colours