



3303 HR POLICY REVIEW PROCESS (EMPLOYEES)

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

The following outlines the process for employees to request a review of policies approved by the LCS Board. Once initiated by the Employee Relations Committee, the LCS Board Policy Review Committee will consider the employee request and make recommendations or suggested alterations to the Head of School. Given that employees of LCS may not vote on motions presented to the LCS Society, or raise objections during Member's privilege (see Constitution and Bylaws), this policy provides employees with a process to raise concerns and/or challenges to policies of the LCS Board.

1. CRITERIA:

Employees may request through the Employee Relations Committee (ERC) to have a formal review of an LCS policy that meets any of the following criteria:

- (a) The employee provides reason that the policy is inconsistent with the Community Standards Policy
- (b) The employee provides reason that the policy is inconsistent or in contradiction with another LCS policy or a clause in the LCS Contracts
- (c) The employee provides reason that the policy is inconsistent with Human Rights legislation, Worksafe BC regulations, the Employee Standards Act or any other relevant legislation or government mandate
- (d) The employee provides reason that the policy has created a significant and negative impact on working conditions for employees
- (e) Employees may not formally challenge or request a review of policies pertaining to:
 - Budgeting decisions and parameters related to staffing
 - Hiring and qualifications
 - Class size
 - Enrolment and registration
 - Curriculum or policies outlining distinctives of the LCS program

2. PROCESS:

- (a) Step One: The employee must submit a written letter to the ERC outlining the policy objection, reasons and supporting documentation where necessary
- (b) Step Two: The ERC will examine concerns during an ERC meeting and decide whether the request for review meets criteria to be examined by the LCS Board Policy Review Committee
- (c) Step Three: The ERC will provide a letter to the employee either dismissing the request or recommending it for review
- (d) Step Four: The LCS Board Policy Review Committee will review the employee request and consider recommendations or dismiss the request via letter from the Head of School outlining reasons for dismissal
- (e) Step Five: If required by consensus of the LCS Board Policy Review Committee, the Head of School and SLT will revise the policy and communicate changes to staff within a reasonable time frame

RELATED POLICIES:

3301 EMPLOYEE RELATIONS COMMITTEE

3302 EMPLOYEE DISPUTES & APPEALS PROCESS

Reviewed: 09 2025