



PROFESSIONAL CONDUCT

Category: Human Resources

Policy Statement

Anglophone North School District promotes a positive learning and working environment in which individuals are committed to performing their responsibilities according to the highest standards of professional and personal conduct. These individuals are responsible for promoting an environment in which respect for human rights exists and where working relationships can develop in an atmosphere of trust, mutual respect, and dignity.

This policy applies to all individuals who fulfill a job or role in ASD-N. This includes, but is not limited to all employees, contract workers and volunteers, project workers, contracted employees, teacher interns, tutors, and Co-Operative Education students. The policy applies at all times, when an individual represents ASD-N in an official or unofficial capacity.

This policy is to be reviewed annually by school administration during opening activities. The Acknowledgement form is to be signed by all new staff.

Breach of Policy

Appropriate measures will be taken to address any breach of this policy.

Standards of Professional Behaviour

1. Accountability
Individuals shall:
 - a. Demonstrate honesty and integrity in the fulfillment of their professional responsibilities.
 - b. Acknowledge and respect the responsibility of ASD-N in their management role.
 - c. Acknowledge that all work produced related to their responsibilities in ASD-N, is the sole property of ASD-N.
 - d. Acknowledge that everyone is responsible for the learning of and/or learning conditions for students within ASD-N.
 - e. Create and maintain a respectful workplace evidence by civility and respect for others (including social media). All communication connected to the workplace, whether or not the communication originated from a government issued or private device, may be subject to a complaint under the Respectful Workplace [Policy AD-2913](#).
 - f. As per the [Education Act, section 31.1\(2.1\)](#), if a member of the school personnel has been charged with or convicted of an offence under the Criminal Code (Canada), the member shall notify the superintendent concerned without delay.



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2. Standards of Work

Individuals shall:

- a. Endeavour to improve their professional competency.
- b. Conduct work in an objective, conscientious, effective, and efficient manner.
- c. Perform duties in accordance with the highest standards of their profession and exercise due care.
- d. Comply with copyright laws and acknowledge the origin of material and concepts incorporated into their work.
- e. Become knowledgeable of, respect, and adhere to all applicable laws, acts/ regulations, policies, and guidelines.
- f. Show proper care and regard for the property of the Crown, utilizing resources for the purpose of carrying out ASD-N business.

3. Interpersonal Relationships

Individuals shall:

- a. Treat others with respect, dignity, and fairness at all times.
- b. Resolve conflict using respectful and appropriate means.
- c. Ensure the workplace is free from discrimination and harassment, and that due process and individual human rights are respected.

4. Confidentiality

Individuals shall:

- a. Ensure confidentiality of information acquired in the course of business by exercising due care while collecting, using, disclosing, storing, and disposing of personal data.
- b. Ensure that personal information is collected and used in compliance with [RTIPPA \(Right to Information and Protection of Privacy Act\)](#) and [PHIPPA \(Personal Health Information Privacy and Access\)](#).
- c. Ensure that information obtained during the administration of school-raised funds is treated in a secure and confidential manner.
- d. Be aware that the obligation to comply with the above, continues indefinitely, i.e., even after the relationship between the individual and the School District has been severed.

5. Conflict of Interest (Provincial Policy AD 2915)

Individuals shall:

- *avoid circumstances where they could confer or appear to confer a benefit on themselves, a relative, friend or business associate.*
- *avoid giving unwarranted special consideration or preferential treatment to any person or organization for any reason.*
- *not disclose to others, or use to further their interest, confidential information acquired in the course of performing official duties.*
- *not demand or accept a reward, gift (or favour of any kind) from a person or organization with whom the employee is, or may be, dealing on behalf of the employer if the reward, gift, or favour could reasonably be deemed to influence the employees in the performance of their duties.*



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- *not use the employer's property or lands for activities not associated with the official discharge of duties unless with prior approval of the Board of Management."*

Outside Employment:

"No employee shall undertake outside employment if, in the opinion of the senior executive officer, the outside work would give rise to a conflict of interest or adversely affect their work performance.

Employees who have outside employment, or who are considering outside employment, shall advise their supervisor. Where there is a possibility that the outside employment would give rise to a conflict of interest, employees shall obtain the approval of the senior executive officer."

The **Employment of Relatives Policy** states:

The following rules outline the government's policy regarding the employment of relatives.

- *At the discretion of the Deputy Head (Part I), the Deputy Head of Department of Education (approving for Part II) or the Chief Executive Officer (Part III), a spouse should not be appointed to positions:*
 - *in the same immediate work area, or*
 - *where one spouse would be required to supervise the other spouse.*

Note: *The above authorities may further, apply this rule to **all members** of the immediate family.*

- *Employees who exercise regulatory, inspection or other discretionary control over others shall, wherever possible, disqualify themselves from dealing with relatives.*

6. Dress Code

Anglophone North School District recognizes the importance of the educational environment in promoting excellence in teaching and learning. The District is responsible for promoting an environment that is safe, nurturing, and supportive of the school system's academic goals and educational responsibilities. Employees of ASD-N serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all individuals working in the District shall:

- a) Dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work and the duties of their position.



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Category: Human Resources

- [NB Administration Manual AD-2913: Respectful Workplace](#)
- [NB Administration Manual AD-2915: Conflict of Interest](#)
- Department of Education and Early Childhood Development [Policy 701: Policy for the Protection of Pupils](#)
- Department of Education and Early Childhood Development [Policy 703: Positive Learning Environment](#)
- [N.B. Human Rights Act](#)
- [NBTF Code of Ethics](#)
- [NBTF Code of Conduct](#)
- [Right to Information and Protection of Privacy Act](#)
- [Personal Health Information Privacy and Access](#)
- [New Brunswick Education Act & Regulations](#)

Appendices

- [ASD-N Professional Conduct - Acknowledgement Form](#)



PROFESSIONAL CONDUCT

Appendix A – Acknowledgement Form

<p><u>Accountability</u> <u>Individuals shall:</u></p> <ul style="list-style-type: none"> ✓ Demonstrate honesty and integrity in the fulfillment of their professional responsibilities. ✓ Acknowledge and respect the responsibility of ASD-N in their management role. ✓ Acknowledge that all work produced related to their responsibilities in ASD-N, is the sole property of ASD-N. ✓ Acknowledge that everyone is responsible for the learning of and/or learning conditions for students within ASD-N. ✓ Create and maintain a respectful workplace evidence by civility and respect for others (including social media). All communication connected to the workplace, whether or not the communication originated from a government issued or private device, may be subject to a complaint under the Respectful Workplace Policy AD-2913. ✓ As per the <i>Education Act</i>, section 31.1(2.1), if a member of the school personnel has been charged with or convicted of an offence under the Criminal Code (Canada), the member shall notify the superintendent concerned without delay. 	<p><u>Standards of Work</u> <u>Individuals shall:</u></p> <ul style="list-style-type: none"> ✓ Endeavour to improve their professional competency. ✓ Conduct work in an objective, conscientious, effective and efficient manner. ✓ Perform duties in accordance with the highest standards of their profession and exercise due care. ✓ Comply with copyright laws and acknowledge the origin of material and concepts incorporated into their work. ✓ Become knowledgeable of, respect, and adhere to all applicable laws, acts/regulations, policies, and guidelines. ✓ Show proper care and regard for the property of the Crown, utilizing resources for the purpose of carrying out ASD-N business.
<p><u>Interpersonal Relationships</u> <u>Individuals shall:</u></p> <ul style="list-style-type: none"> ✓ Treat others with respect, dignity, and fairness at all times. ✓ Resolve conflict using respectful and appropriate means. ✓ Ensure the workplace is free from discrimination and harassment, and that due process and individual human rights are respected. <p><u>Confidentiality</u> <u>Individuals shall:</u></p> <ul style="list-style-type: none"> ✓ Ensure confidentiality of information acquired in the course of business by exercising due care while collecting, using, disclosing, storing, and disposing of personal data. ✓ Ensure that personal information is collected and used in compliance with RTIPPA (Right to Information and Protection of Privacy Act) and PHIPPA (Personal Health Information Privacy and Access). ✓ Ensure that information obtained during the administration of school-raised funds is treated in a secure and confidential manner. ✓ Be aware that the obligation to comply with the above, continues indefinitely, i.e. even after the relationship between the individual and the School District has been severed. <p><u>Dress Code</u> Anglophone North School District recognizes the importance of the educational environment in promoting excellence in teaching and learning. The District is responsible for promoting an environment that is safe, nurturing, and supportive of the school system’s academic goals and educational responsibilities. Employees of ASD-N serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all individuals working in the District shall:</p> <ul style="list-style-type: none"> ✓ Dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work and the duties of their position 	<p><u>Conflict of Interest</u> <u>Individuals shall:</u></p> <ul style="list-style-type: none"> ✓ avoid circumstances where they could confer or appear avoid to confer a benefit on themselves, a relative, friend or business associate; ✓ avoid giving unwarranted special consideration or preferential treatment to any person or organization for any reason; ✓ not disclose to others, or use to further their interest, confidential information acquired in the course of performing official duties; ✓ not demand or accept a reward, gift (or favour of any kind) from a person or organization with whom the employee is, or may be, dealing on behalf of the employer if the reward, gift or favour could reasonably be deemed to influence the employees in the performance of their duties; ✓ not use the employer’s property or lands for activities not associated with the official discharge of duties unless with prior approval of the Board of Management.” <p><u>Outside Employment:</u></p> <ul style="list-style-type: none"> ✓ “No employee shall undertake outside employment if, in the opinion of the senior executive officer, the outside work would give rise to a conflict of interest or adversely affect their work performance. ✓ Employees who have outside employment, or who are considering outside employment, shall advise their supervisor. Where there is a possibility that the outside employment would give rise to a conflict of interest, employees shall obtain the approval of the senior executive officer.”



PROFESSIONAL CONDUCT

Appendix A – Acknowledgement Form

Breach of Policy

✓ Appropriate measures will be taken to address any breach of this policy.

This is to acknowledge that I have reviewed and fully understand the information provided in the Professional Conduct Policy and this form will be kept by the School Principal or Department Manager / Director.

Name: _____ **Position:** _____

(Please Print)

Signature: _____ **Date:** _____

This acknowledgement is to be reviewed annually by school administration during opening activities.



ANGLOPHONE NORTH SCHOOL DISTRICT

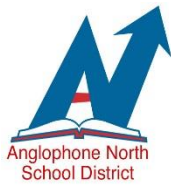
POLICY 701: PUPIL PROTECTION POLICY

Please review the [online Policy 701 training](#) and complete the quiz at the end.

<https://701.nbed.nb.ca/>

If a score of 100% is not achieved on the Policy 701 quiz, it will be necessary to retake the quiz until this score is attained. This requirement is mandatory.

Please upload the final page of the quiz (*indicating a passing score of 100%*) with your signature and date to your [ASDN.simplification.com](https://www.asdn.simplification.com) portfolio under the *Supporting Documents* → *Additional Documents* folder.



ANGLOPHONE NORTH SCHOOL DISTRICT

Criminal Records Clearance

Pursuant to Policy 701 of the Department of Education, School Districts must establish procedures to ensure appropriate reference checks are carried out for all persons associated with the school system who have unsupervised access to children. This reference check includes requesting applicants to document criminal record convictions.

Applicants will not be considered for employment if:

1. There are previous convictions for violent crimes or crimes against children
2. There are previous charges related to violent crimes or crimes against children that did not result in conviction solely as a result of documented technical reasons
3. There are previous convictions under the Criminal Code of Canada

The cost of obtaining such a criminal records clearance is the responsibility of the applicant. If you require additional information please do not hesitate to Human Resources for Anglophone North School District.

I, _____ residing in _____
hereby declare that I have no criminal record and have no history that would prevent me from working with children of the general public. I declare that I have no interactions at schools in the past that would prevent me from working within, and helping to create, a positive school environment. Furthermore, I recognize that I am obliged to inform the appropriate supervisor if I am charged, tried, or convicted of any offense under the Criminal Code or under any other provincial or federal statutes that would prevent me from working with children of the general public.

I recognize that I have a responsibility to protect the privacy of pupils, parents, members of the public and staff and shall not disclose confidential or personal information acquired by virtue of my position.

I recognize the school reserves the right to decline my application without providing me any reason.

Dated: _____ at _____

Signature of Applicant: _____



ANGLOPHONE NORTH SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

79 Henderson Street - Miramichi, New Brunswick E1N 2R7
Telephone: (506) 778-6075 - Fax: (506) 778-6090 - www.asd-n.nbed.nb.ca

CONSENT FOR CRIMINAL & VULNERABLE SECTOR RECORD CHECKS

Pursuant to Policy 701 of the Department of Education and Early Childhood Development, Anglophone North School District has established procedures to ensure appropriate reference checks are carried out for all persons associated with the school system who have unsupervised access to children. This reference check includes requesting applicants to document criminal record convictions.

You are required to take this form to your local police station to have a:

- Criminal Record Check completed
- Vulnerable Sector Check completed

Employee Volunteer

Description of the paid or volunteer position: _____

Age(s) of the children or vulnerable person(s): _____

PERSONAL INFORMATION

Given Name _____ Middle Name _____ Last Name (and maiden name if applicable) _____

Place of Birth (Town/City, Province) _____ Date of birth (d/m/y) _____ Male Female

Social Insurance Number _____ Home Phone _____

Current Address: _____

Previous Addresses, if any, within the last 5 years: _____

Have you ever been convicted of a Criminal Offence for which you have not received a full pardon? Yes No

Description of offence: _____

Note: for this request to be valid, all information must be completed and returned after checks are done

Individuals may not be considered for employment or to fill a volunteer role if:

- a) There are previous convictions for violent crimes or crimes against children
- b) There are previous charges related to violent crimes or crimes against children that did not result in conviction solely as a result of documented technical reasons.
- c) There are previous convictions under the Criminal Code of Canada.

If you require additional information, please do not hesitate to call Stewart Stanger, Director of Human Resources for Anglophone North School District

Signature of Applicant: _____

Date: _____

Witness: _____

Signature of Official
Anglophone North School District



ANGLOPHONE NORTH SCHOOL DISTRICT

Reference Check Form (Teaching) – CONFIDENTIAL

Reference check for: _____

1. How long have you known the candidate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<1 year	1-2 years	+ 3 yrs
2. In what capacity are you acquainted with the candidate? Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	supervisory	co-worker	friend
3. Have you ever formally evaluated the candidate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

4. The Candidate:	Above Average	Average	Below Average	Not Known
Work with other staff members				
Communicate with parents				
Deal with supervisors				
Work with children				
Act as an effective role model				
Communicate verbally				
Communicate in writing				
Have high expectations for self and others				
Engage in personal professional growth				
Control and maintain discipline in a classroom				
Maintains accurate records				
Get involved in extra-curricular activities				
Accept and grow from professional criticism				
Use multiple teaching strategies				

5. Please rate the candidate from the perspective of your general, overall view: Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>
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6. Willingness to hire this individual: Without reservation <input type="checkbox"/> With Reservation <input type="checkbox"/> Would not hire <input type="checkbox"/>	7. Knowledge of Inappropriate Conduct or Criminal Action: Yes <input type="checkbox"/> No <input type="checkbox"/>
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8. Additional Comments: (Additional comments on reverse side)

Reference completed by: _____ (Please Print)	Phone: _____
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Signature

Position/Title

Date



ANGLOPHONE NORTH SCHOOL DISTRICT

Reference Check Form (Teaching) – CONFIDENTIAL

Reference check for: _____

1. How long have you known the candidate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<1 year	1-2 years	+ 3 yrs
2. In what capacity are you acquainted with the candidate? Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	supervisory	co-worker	friend
3. Have you ever formally evaluated the candidate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

4. The Candidate:	Above Average	Average	Below Average	Not Known
Work with other staff members				
Communicate with parents				
Deal with supervisors				
Work with children				
Act as an effective role model				
Communicate verbally				
Communicate in writing				
Have high expectations for self and others				
Engage in personal professional growth				
Control and maintain discipline in a classroom				
Maintains accurate records				
Get involved in extra-curricular activities				
Accept and grow from professional criticism				
Use multiple teaching strategies				

5. Please rate the candidate from the perspective of your general, overall view: Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>
--

6. Willingness to hire this individual: Without reservation <input type="checkbox"/> With Reservation <input type="checkbox"/> Would not hire <input type="checkbox"/>	7. Knowledge of Inappropriate Conduct or Criminal Action: Yes <input type="checkbox"/> No <input type="checkbox"/>
---	---

8. Additional Comments: (Additional comments on reverse side)

Reference completed by: _____ (Please Print)	Phone: _____
---	--------------

Signature

Position/Title

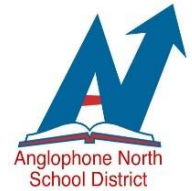
Date

Workplace Policies

To be completed online via the GNB Knowledge Centre:

https://www3.gnb.ca/0034/learning/knowledge_centre-e.asp

****IMPORTANT: Please use Microsoft Edge as your browser****



Respectful Workplace

In this first module, you will learn about the Respectful Workplace Policy, review the GNB Values, and learn about the importance of respect in all GNB workplaces.

- Lesson: **A Respectful Workplace** All-Staff Module 1 (Approx. Running Time: 24:00 min)
- Quiz
- [Print your certificate](#)

The Complaint Process

In this second module, you will learn about the harassment complaint process, including informal and formal complaint and resolution procedures.

All employees who are not in a supervisory role are required to complete the Complaint Process - Module 2 for Employees.

- Lesson: **The Complaint Process** - Module 2 for Employees (Approx. Running Time: 24:00 min)
- Quiz
- [Print your certificate](#)

Prevention of Workplace Violence

In this module, you will learn about the Prevention of Workplace Violence Policy, how to identify sources and types of violence, how to keep safe and how to respond to and report incidents of violence in the workplace.

****IMPORTANT: Please use Microsoft Edge as your browser****

- Lesson: **Prevention of Workplace Violence**, All-Staff Module (Approx. Running Time: 29:00 min)
- Quiz
- [Print your certificate](#)

Substance Use in the Workplace

In this module, you will learn about the policy that is designed to address substance use in the workplace by an employee that may negatively impact the safety, competency or efficiency of that employee, other employees, or put members of the public at risk of harm in any way.

****IMPORTANT: Please use Internet Explorer as your browser****

All employees are required to complete the Substance Use in the Workplace Module.

- Lesson: **Substance Use in the Workplace**
- Quiz
- [Print your certificate](#)



Direct Deposit Program

How does direct deposit work?

- Your deposit will be made to a savings or chequing account in any financial institution in Canada including banks, credit unions, caisse populaires or trust companies.
- You will receive a Notice of Deposit which will explain the calculation of your net pay and indicate the amount of deposit to your account.
- Your deposit will be made on pay day.

What is required?

- You must complete and return this direct deposit form for initial set-up or for subsequent change of account number, to your District payroll officer.

Where can I get more information?

- For more information, contact the payroll section in your school district.

20-1010 (4/06)



Direct Deposit Program Application For Direct Deposit Service

To be completed by the employee (by using a pen)

School District number Location

Employee surname

Given name

Initials

Social Insurance Number (Mandatory) - -

I here by authorize you to credit my account with salary payments

Employee signature _____

Date _____

To be completed by bank or other financial institution - please print

Transit number and bank identification -

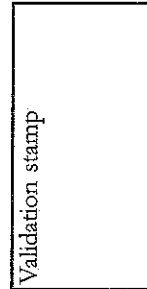
Account number

Bank/financial institution name _____

Bank/financial institution address _____

Authorized signature _____

Date _____



Instructions: if you have a personalized cheque on which your name and account number are printed, you can simply attach a blank one to this application. Please mark "VOID" across the face of the cheque. If you do not have such a cheque, the section to the right must be completed and validated by your bank or financial institution.

Important: Please do not cancel current account until the new Direct Deposit happens.



User Account Request Form



ALL fields are required to be filled out before account can be processed.

Legal First Name:	Legal Middle Name:	Legal Surname:
Permanent Employee <input type="checkbox"/> OR Casual Employee <input type="checkbox"/>	Personal E-Mail:	
POSITION (please check ALL appropriate box(es)) Choose Education Centre(s): <input type="checkbox"/> Bathurst <input type="checkbox"/> Miramichi <input type="checkbox"/> Principal <input type="checkbox"/> Vice-Principal <input type="checkbox"/> Guidance Counsellor <input type="checkbox"/> Supply Teacher <input type="checkbox"/> EAL Tutor <input type="checkbox"/> BIM <input type="checkbox"/> Admin Assistant <input type="checkbox"/> Educational Assistant <input type="checkbox"/> Custodian <input type="checkbox"/> Bus Driver <input type="checkbox"/> Volunteer <input type="checkbox"/> Teacher Gr. _____ → <input type="checkbox"/> LTS OR <input type="checkbox"/> Contract C/D/E Teacher → Completion Date: _____ <input type="checkbox"/> Intern → Specify Position _____ → Completion Date: _____ → University Attending: _____ <input type="checkbox"/> Other: _____		
Multi-Factor Authentication (MFA) is a security requirement for accessing your nbed email on a personal device. When your Microsoft 365 account is created, we can configure MFA on your behalf using the phone number you list below. Mobile Phone using SMS (text): _____ OR Home Phone (Microsoft Calls): _____ I authorize the phone number above to be set up for MFA: Yes <input type="checkbox"/> No <input type="checkbox"/> Please initial for approval: _____ ITSS recommends Microsoft Authenticator mobile app as your default MFA method, with SMS as a backup. Setup instructions are available under "MFA & Passwords" at https://nbed.sharepoint.com/sites/ITSS/SitePages/Help-Documents.aspx		
Location Information		
Previous District and School (if applicable):	Presently Assigned School (if applicable):	
<u>No request will be processed unless this form is completely filled out.</u> Forms with missing information will be sent back to the originator for completion. Please allow five working days for processing.		
Signature / Approval		
Employee Name (please print)	New Employee's Signature	Date
Approval (Human Resources, School Principal or District Learning Specialist)		Date
FOR IT Use Only: <input type="checkbox"/> Account Created <input type="checkbox"/> Beauceron <input type="checkbox"/> Global Protect <input type="checkbox"/> Licensed <input type="checkbox"/> Script <input type="checkbox"/> Language <input type="checkbox"/> Emailed		

To view additional ITSS documentation, visit **ITSS Help Resources** at <https://nbed.sharepoint.com/sites/ITSS>

To create a new support request, visit the Helpdesk at <https://intranet.nbed.nb.ca/helpdesk/>

IT Shared Services - Partners in Education for Innovative Technology Solutions



The New Brunswick Department of Education provides Internet access subject to the terms and conditions of *Policy 311 - Information and Communication Technology Use*. Before an email account is assigned, you must agree to accept and abide by all terms and conditions of this policy.

Policy 311 has been developed to encourage competent and responsible use of Information and Communication Technologies (ICT) provided through the public school system.

All users of information and communication services and equipment owned or managed by the Department are responsible for using these services/resources in an appropriate, legal, and efficient manner and will be held accountable for misuse. You also agree to keep confidential your E-mail account password and to disallow access and use of your E-mail account and its services by others. Use of your E-mail account and its services may be forfeited if you are found to be in violation of the terms and conditions in the Policy document.

The ICT policy applies 24 hours a day, seven days a week, during and outside of office hours, to all users of information and communication technologies, Internet, and E-mail services.

Adults in the public education system are entrusted with maintaining the good reputation of public education through exemplary conduct.

All Users Will adhere to the *Information and Communication Technologies Use Policy* and its guidelines.

Users Shall:

- Not create, access, store, send or print pornographic, discriminatory, or hate-motivated material.
- Refrain from accessing network/Internet services anonymously.
- Refrain from using free E-mail. (e.g., Hotmail, Gmail, Yahoo, etc.)
- Refrain from using unprotected chat sites.
- Protect personal safety of minors and refrain from compromising the safety of others.
- Respect others' privacy. Refrain from intercepting private communications and E-mails.
- Be aware that E-mail and electronic files pertaining to government business are subject to the Right to Information Act.
- Keep login identifiers and passwords confidential. Change passwords regularly and shutdown E-mail when leaving a computer unattended.
- Refrain from infringing on copyrighted material.
- Refrain from using Internet/network resources to access/store games for recreational purposes.
- Avoid any high-volume transmissions.
- Refrain from obtaining, by any means, access to any system, service, privilege, or electronic material to which the user is not entitled.
- Refrain from making use of ICT provided/managed through the public school system for *personal* monetary gain.

The entire policy is available on-line at <https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/311A.pdf>.

Acknowledgement

This is to acknowledge that I agree to comply with Policy 311, and that I have received, reviewed, and have effective knowledge of Policy 311, Information and Communication Technologies Use.

Signed: _____ Date: _____

To view additional ITSS documentation, visit **ITSS Help Resources** at <https://nbed.sharepoint.com/sites/ITSS>

To create a new support request, visit the Helpdesk at <https://intranet.nbed.nb.ca/helpdesk/>



PREFERRED SCHOOLS

MIRAMICHI AREA

- BLACKVILLE SCHOOL
- DR. LOSIER MIDDLE SCHOOL
- GREYNA GREEN ELEMENTARY SCHOOL
- HARCOURT SCHOOL
- JAMES M. HILL HIGH SCHOOL
- KING STREET ELEMENTARY SCHOOL
- MAX AITKEN ELEMENTARY SCHOOL
- MILLERTON SCHOOL
- MIRAMICHI RURAL SCHOOL
- MIRAMICHI VALLEY HIGH SCHOOL
- NAPAN ELEMENTARY SCHOOL
- NELSON RURAL SCHOOL
- NORTH AND SOUTH ESK ELEMENTARY SCHOOL
- NORTH AND SOUTH ESK HIGH SCHOOL
- TABUSINTAC SCHOOL

REXTON AREA SCHOOLS

- BONAR LAW ELEMENTARY SCHOOL
- REXTON ELEMENTARY SCHOOL
- ELEANOR W. GRAHAM MIDDLE SCHOOL

BATHURST AREA

- BATHURST HIGH SCHOOL
- JANEVILLE ELEMENTARY SCHOOL
- PARKWOOD HEIGHTS ELEMENTARY SCHOOL
- SUPERIOR MIDDLE SCHOOL
- TERRY FOX ELEMENTARY SCHOOL

DALHOUSIE AREA

- JACQUET RIVER SCHOOL
- DALHOUSIE REGIONAL HIGH SCHOOL
- L.E. REINSBOROUGH SCHOOL

CAMPBELLTON AREA

- CAMPBELLTON MIDDLE SCHOOL
- LORD BEAVERBROOK SCHOOL
- SUGARLOAF SENIOR HIGH SCHOOL

Please note: You will be able to modify your preferred schools within your Aesop account under **Preferences → Schools**.



NEW HIRE CHECKLIST

Personal Information:

- Resume
- GED/ High School Diploma (or proof of completion up to Grade 10 – for custodians only)

Tax Forms:

- TD1 Form
- TD1 Form NB

Direct Deposit Authorization:

- Provide banking information for direct deposit of your paychecks or complete and sign the direct deposit authorization form.

Employee Policies and Agreements:

- Review and sign the Professional Conduct Acknowledgment Form
- Policy 701 – must complete online with 100% test result. Attach a printed copy of completed quiz and test results.
- Four (4) Workplace Policies
- Criminal Record Check – current within the last year
- Reference Checks (2)

Training and Orientation:

- Complete any required training modules or courses: WHIMS and Asbestos.

IT and Security:

- Complete Computer User Account Request form, in order to obtain and activate ASDN email address and login credentials.
- Review and sign Policy 311 regarding IT policies.

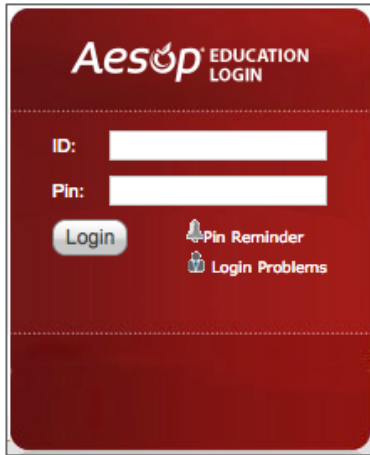
Acknowledgment of Receipt:

- Acknowledge receipt of all completed forms and documents by signing and dating this checklist.

Signature: _____

Date: _____

Logging in on the Web



To log into Aesop, type aesopcanada.com in your web browser's address bar.

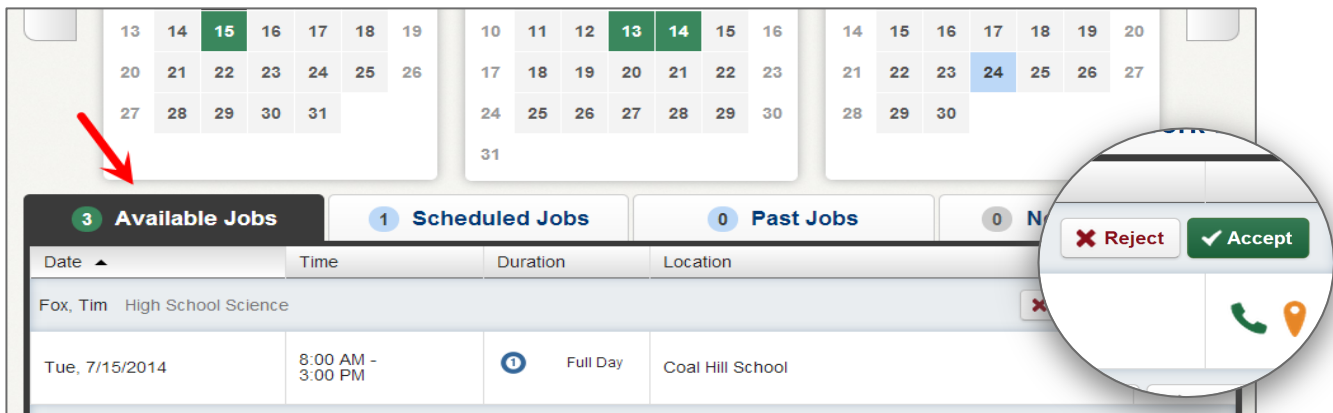
Enter your ID number and PIN; then, click **Login**.

Can't remember your login info?

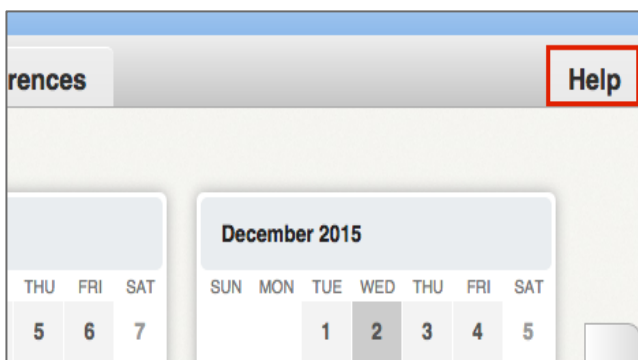
If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

Finding Available Jobs

Aesop makes it easy to find available jobs right on the homepage. Jobs available for you to accept show in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.



Getting Help and Training

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center to search Aesop's knowledge base of help and training materials.

Using Aesop on the Phone

Not only is Aesop available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call Aesop

To call Aesop, dial **1-877-264-6562**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling Aesop, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When Aesop Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Aesop will automatically start calling substitutes, trying to fill the job. Keep in mind, when Aesop calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call into Aesop (see "When You Call Aesop" section above) to hear a list of all available jobs.

Note: When Aesop calls you, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call from Aesop, you can:

- Listen to available jobs – **Press 1**
- Prevent Aesop from calling again today – **Press 2**
- Prevent Aesop from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, Aesop will list the job details, and you will have the opportunity to accept or reject the job.

Your Employee and Family Assistance Program

Get to know your EFAP



Everyone faces challenging and stressful events in their lives. Most of the time we can handle these situations ourselves; other times we could benefit from some support.

Your EFAP is a professional, confidential, and proactive service to support you with a wide range of personal, family, and work-related concerns.

What benefits are available to me?

Your EFAP is here for you whenever you need it, 24 hours a day, seven days a week, 365 days of the year.

Within a confidential environment you can receive counselling for any challenge — whether it's a first step in facing a possible addiction, or managing day-to-day stress.

We guarantee your confidentiality.

We are Homewood Health, a trusted company with years of experience delivering the best possible support for clients like you. Everyone is guaranteed confidentiality within the limits of the law. You won't be identified to anybody — including your employer.

People frequently use an EFAP for personal challenges such as relationship concerns, family or parenting issues, anxiety,

depression, addictions, grief, coping with health issues, or work-related challenges.

We will match you with a counsellor who suits your needs and provide you with short-term solutions.

If you are identified as requiring additional, longer-term treatment or specialized support, our counsellors will refer you to community-based resources and programs which suit your unique needs.

How does the counselling program work?

Counselling services can be offered face-to-face, over the phone, through video, or online. Offices are local and appointments are made quickly, with your convenience in mind. If you have a preference for location, gender, or appointment time, we'll do our best to accommodate your preferences.

When you need to speak with someone, simply call Homewood Health — staff will ask you for some basic information (to establish your eligibility for this benefit)

Contact us to learn more.

1-800-663-1142 | **TTY:** 1-888-384-1152 | **International** (Call Collect): 604-689-1717

Numéro sans frais - en français : 1-866-398-9505

Homeweb.ca



Homewood
Health | Santé



Your Employee & Family Assistance Program: Get to know your EFAP

and will help set up an initial appointment at a time that is convenient for you. An experienced counsellor will assess your concerns and help you develop practical solutions.

Life Smart Coaching

Life Smart Coaching is a suite of telephonic services that offers assessments, coaching, and resources; each service has been developed to allow you to take a proactive approach to managing everyday challenges.

A Life Smart intake counsellor will contact you within 72 hours to offer you an appointment with an appropriate specialist.

Life Smart Coaching Services include three major components with service options for each area:

Life Balance Solutions

- New Parent Support
- Childcare and Parenting
- Elder and Family Care
- Relationship Solutions
- Financial Coaching
- Legal Advisory Services
- Grief and Loss
- Stress Solutions

Health Smart Coaching Services

- Nutritional Coaching
- Lifestyle Changes
- Jumpstart your Wellness
- Smoking Cessation

Career Smart Coaching Services

- Career Planning
- Workplace Issues
- Pre-Retirement Planning
- Shift Worker Support

Online Services – Homeweb

Homeweb is part of your Employee and Family Assistance Program. You can access Homeweb on your phone, tablet, or desktop. Homeweb offers you the ability to create an individual profile, receive personalized content recommendations, and access lots of helpful resources — anywhere, anytime.

Access Homeweb for interactive tools, health and wellness assessments, child and elder care resource locators, and a library of health, life balance, and workplace articles.

i-Volve: Online CBT. i-Volve is an online, self-paced treatment program for depression and anxiety using the best practice treatment approach, cognitive behavioural therapy (CBT).

This innovative treatment program will guide you through exercises that examine and test how you interpret and perceive external stimulation. These insights will help you change and adapt the ways in which you think, feel, and react in various situations. i-Volve will help you to identify, challenge and overcome your anxious and/or depressive thoughts, behaviours and emotions.

How do I register for Homeweb?

Step One: Visit www.homeweb.ca and click 'Sign Up'.

Step Two: Enter information into the required fields, choose an email and password, and click 'Next Step'. Then, type in your company name and click 'Find it!' Select the correct company from the list provided. If you do not see your company listed, check the spelling and try again.

Step Three: Let us know how you are covered by Homewood, (e.g. through your organization or the organization of a family member), and let us know your relationship to the organization (e.g. employee, spouse, dependent, etc.). Submit the additional information required and click 'Sign In' at the bottom of the page.

Search, browse, and get expert support.

What if I'm in crisis?

Homewood Health staff are prepared to take your call 24 hours a day, seven days a week. **Help is always available.**

Who do I contact?

To speak to someone in confidence, for crisis services (24 hours a day) or to book an appointment contact us today by calling the number below.

Contact us to learn more.

1-800-663-1142 | TTY: 1-888-384-1152 | **International** (Call Collect): 604-689-1717

Numéro sans frais - en français : 1-866-398-9505

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