

	Administrative Procedure	
	Subject	Support Staff Employee Relations Committee
	AP Code	460

Background

Strong relationships among all partners in the school division is essential to delivering a quality Protestant, Christ-centred education. To support open and respectful dialogue, the division will establish an employee relations committee at Saskatoon Christian School. This committee is intended to provide a formal forum for division leadership and school support staff employees to discuss administrative matters related to employment, ensuring employees have a voice in employment-related rules and policies.

Procedures

1. This committee will only represent support staff as the teaching staff are represented by the Education, Service and Health Care Union Local 306 (CLAC).
2. The division will appoint 1-2 division staff members to represent the HR department at meetings.
3. Meetings will be held semiannually (fall and spring), with additional meetings scheduled as needed.
4. Meeting dates will be set at the beginning of each school year and communicated to all support staff.
5. The meeting agendas are to be jointly developed, with the division soliciting input from staff representatives at least two weeks prior to each meeting. Final agendas will be shared with all committee staff one week prior to the scheduled meeting.
6. Meetings will be facilitated by the division representatives and will follow a structured format to ensure all topics are addressed.
7. Expressions of dissatisfaction about a service, action, or lack of action by management or an employee within the workplace are outside the mandate of the Employee Relations Committee and will not be subject to discussion. Refer to AP410 – Employee Complaints.
8. Meeting minutes will be taken and reviewed by both the division and staff representatives before being shared with all support staff. A summary of key outcomes and any decisions or next steps will be distributed within two weeks of the meeting.
9. The division will track and report on progress related to action items at subsequent meetings.
10. This procedure will be reviewed annually by the division in consultation with staff representatives to ensure its effectiveness and relevance.

11. The committee will consist of 3-5 support staff representatives selected through a peer nomination process, ensuring representation across all work categories (i.e., admin assistants, EAs, library techs, caretakers). Composition of this group is to be finalized at the start of each school year.

References

Date Adopted

November 1, 2025

Revised

September 4, 2026
