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Subject	STAFF ENTRY/EXIT/CHANGE PROCEDURES
References	Equitable Hiring and Promotions Framework Policy 2196 – Records and Information Management
Contact	Human Resource Services/Information Technology Services

1. Newly Hired Employees

- 1.1 When hiring a new employee, the principal/manager/supervisor shall recommend the candidate for hire by completing the online [Recommendation to Hire](#) form. The principal/manager/supervisor shall collect all relevant hiring documentation for the candidate and forward electronically to Human Resource Services (HRS) as soon as possible.
- 1.2 The Simcoe County District School Board (SCDSB) will notify new employees, current employees and the public that accommodations can be made during the recruitment and hiring process. Job applicants will be notified when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request. The SCDSB will consult with the applicants and provide or arrange for suitable accommodations.
 - 1.2.1 The SCDSB will notify;
 - 1.2.1.1 successful applicants of policies for accommodating employees with disabilities when making offers of employment; and,
 - 1.2.1.2 staff that supports are available for those with disabilities as soon as practicable after they begin their employment. The SCDSB will provide updated information to employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employees accessibility needs due to a disability.
 - 1.2.2 The SCDSB will consult with employees when arranging for the provision of suitable accommodations in a manner that takes into account the accessibility needs due to disability. The SCDSB will consult with the person making the request in determining the suitability of an accessible format or communication supports specifically for:
 - 1.2.2.1 information that is needed in order to perform the employee's job; and,
 - 1.2.2.2 information that is generally available to employees in the workplace.
 - 1.2.3 The SCDSB has a written process to develop individual accommodation plans for employees.
- 1.3 HRS will process the information from the [Recommendation to Hire](#) form by entering the information into the Human Resources System IPPS.NET.
- 1.4 Prior to their first day of work, all newly hired employees must submit to HRS:

- 1.3.1 banking information, tax forms, pension confirmation form;
- 1.3.2 satisfactory Vulnerable Sector Check;
- 1.3.3 Mandatory Training Declarations, including:
 - 1.3.3.1 WHMIS training;
 - 1.3.3.2 Sabrina's Law training;
 - 1.3.3.3 Customer Service Standards training;
 - 1.3.3.4 Workplace Violence Awareness training;
 - 1.3.3.5 Teachable Project Training (for educators only);
 - 1.3.3.6 Human Rights Code and Accessibility Standards;
 - 1.3.3.7 Health and Safety Awareness Training;
 - 1.3.3.8 Management of Personal Information - Confidentiality;
 - 1.3.3.9 Equity Awareness and OHRC Racism, Racial Discrimination and Human Rights Training;
 - 1.3.3.10 APM A1350 – Information and Computing Technology and Internet Appropriate Use Guidelines for Employees; and,
 - 1.3.3.11 Supporting Student Mental Health During the Return to School – Mental Health and Well-being.

- 1.5 Access to specific computer programs or equipment shall be initiated by a [SUPPORTdesk](#) ticket submitted by the principal/manager/supervisor. Classroom teaching staff are the exception as general access is provided automatically by HRS assignment records. Please note that some specialized software for staff may still need to be requested by a [SUPPORTdesk](#) ticket.

- 1.5 Staff are required to apply for a security badge (FOB) within two weeks of their initial hire.

- 1.6 Staff returning to supply work following retirement shall be treated as new temporary employees and may not have their prior access, files or email messages reinstated. Their access will be based on the requirements of their new role.

2. Transfers/Job Changes

- 2.1 Transfers or appointments that are initiated by a principal/manager/supervisor shall be communicated by the completion of an online [Recommendation to Hire](#) form and the electronic submission to HRS for processing. All supporting documentation shall be forwarded electronically to HRS as soon as possible.

- 2.2 In some cases, access to computer programs or equipment may need to be initiated by a [SUPPORTdesk](#) ticket submitted by the principal/manager/supervisor, if not automatically granted through automation.

- 2.3 Transfer of employees with documented medical accommodations should be communicated to the Health and Wellness Case Coordinator by the employee's current principal/manager/supervisor. The coordinator will ensure that the accommodations are still medically necessary (by requesting updated medical documentation), that the receiving principal/manager/supervisor is apprised of the accommodations required, and ensure that the accommodation needs can be met at the employee's new work location. The coordinator will also ensure that equipment purchased by the Health and Wellness Department to support a medical accommodation is transferred to the employee's new location.

- 2.4 For centralized staffing transfers/placements, HRS will process the changes by entering the information into IPPS.NET. Computer access will be arranged in a timely manner by Information Technology Services (ITS).
- 2.5 Computer access at the new location will be initiated on a priority basis, on or after the effective date of the transfer. Employees will be removed from prior email distribution lists and will be added to the new location distribution list(s) automatically. Some distribution lists are not automatically maintained and staff may only be added on the recommendation of the principal/manager/supervisor, by submitting a [SUPPORTdesk](#) ticket. Current or newly appointed administrators will not be provided with access prior to the start of their first day in their new position unless access is required due to transition. Such access must be requested and approved, where possible, by the Superintendent of HRS, or designate, through a [SUPPORTdesk](#) ticket.
- 2.6 The principal/manager/supervisor shall ensure that all department files (electronic and paper) held by the transferring/placed employee are retained by the school/department in accordance with Policy 2196 – Records and Information Management.
- 2.7 All equipment purchased while holding a position at the prior location or department shall remain the property of the prior location or department and shall be surrendered by the employee leaving the location or department. This includes, but is not limited to, assistive devices to facilitate working with specific students, pagers, cell phones, and vehicles. This excludes laptops and personal accommodation equipment.
- 2.8 All non-teaching laptops assigned specifically to staff are to be returned to ITS and not left at an employee's work location. These laptops should be returned to either ITS or an employee's immediate supervisor. Teaching notebooks are to be handed back to the principal. All returned information technology equipment hardware shall be wiped of data in accordance with board guidelines prior to redistribution.

3. Name/Address Changes

- 3.1 All employees shall notify the board of personal information changes by completing the online [Name/Address Change form](#) located on the HRS department section on the StaffWeb. Name changes must be accompanied with official documentation (e.g. driver's license, marriage certificate, birth certificate). The form will be submitted electronically to HRS for processing. ITS will be notified electronically once the change has been input into IPPS.NET and will make the necessary changes. A [SUPPORTdesk](#) ticket must be submitted to initiate changes to an employee's:
 - 3.1.1 network access;
 - 3.1.2 email address, and,
 - 3.1.3 FOB.

4. Leaves of Absence

- 4.1 Employees on the following leaves shall continue to have access to the StaffWeb, board email, and internal email distribution lists:
 - 4.1.1 medical leave, WSIB, long term disability (for up to two years);
 - 4.1.2 pregnancy, parental, adoption leave, child care leave;
 - 4.1.3 union release, internal secondments;
 - 4.1.4 unpaid voluntary leave (up to three years); or,
 - 4.1.5 all leaves must meet the terms of the respective collective agreement or terms and conditions of employment.
- 4.2 Employees on the following leaves shall have their computer access suspended:
 - 4.2.1 lay-off;
 - 4.2.2 long term unpaid voluntary leave (greater than three years);
 - 4.2.3 external secondments/international exchanges; or,
 - 4.2.4 long term disability/expired sick leave.
- 4.3 Principals/managers/supervisors shall ensure that all board owned equipment/property is returned from staff on leaves of absence exceeding 20 days (e.g., laptop, cell phone, FOB, keys and purchasing card).
- 4.4 Employees shall work with their principal/manager/supervisor to arrange the return of their board owned equipment/property when a leave exceeds 20 days.
- 4.5 If special permission is granted through the Superintendent of Human Resource Services to retain their board owned cellular device, while on leave, the employee will be responsible to reimburse the SCDSB for the use of this device. Contact the Helpdesk upon approval, to request the appropriate form.
- 4.6 SCDSB has a written process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.

5. Employee Exits

- 5.1 Employees shall notify HRS via the online [Notice of Intention to Retire/Resign](#) of their retirement or resignation.
- 5.2 The employee will receive an electronic notification that their intent to retire or resign has been received by HRS, and will be provided with instructions for the employee to complete an online exit survey.
- 5.3 The principal/manager/supervisor may choose to conduct a personal exit interview with the employee.
- 5.4 Employees retiring or resigning shall have their computer access suspended on their last day of work. Access to files is not available after the last day of work. It is the employee's responsibility to back up any personal files that they wish to keep prior to this day.

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- 5.5 Employees who are terminated shall have their computer access suspended immediately or on another date as determined by the manager of HRS. HRS shall contact ITS directly, and shall submit a [SUPPORTdesk](#) ticket to suspend access.
 - 5.6 The principal/manager/supervisor shall ensure that employee records are retained in accordance with Policy 2196 – Records and Information Management.
 - 5.7 Principals/managers/supervisors shall ensure that all board owned equipment/property is returned (e.g., laptop, FOB, keys, and purchasing card). Cell phones are handled individually; contact the Helpdesk to arrange the return of cell phones.
 - 5.8 An appropriate message shall be recorded on the employee’s voicemail by the principal/manager/supervisor until the extension is de-activated or re-assigned. The principal/manager/supervisor shall submit a [SUPPORTdesk](#) ticket to request access to the voicemail and email of the departing employee.
 - 5.9 For twelve-month administrative and support staff, principals/managers/supervisors shall notify the HRS Officer of any outstanding vacation/lieu time owed to the employee for reconciliation purposes.
 - 5.10 Apply to Education (ATE) access shall be discontinued on the employee’s last day of work.

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