



## HUMAN RESOURCES MANAGEMENT 46 – Healthy Interactions

Date: April 14, 2009

Responsible Administrator: Human Resources Department

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### 1.0 RATIONALE

The Board of Trustees has established a policy on Healthy Interactions and this administrative practice supports that policy.

### 2.0 PROCESS

School administrators and Department Supervisors (working in conjunction with the Human Resources Department, will be responsible for maintaining the Healthy Interactions process throughout the division.

### 3.0 GUIDELINES

The Healthy Interactions program focuses on opening and strengthening lines of communication in order to address issues before they develop into complex conflicts. To this end, the following guidelines will be adhered to.

- 3.1 Training in the Healthy Interactions Program is a condition of employment in the Division.
- 3.2 Each school site is expected to retain at least one Healthy Interactions trained facilitator.
- 3.3 The school site based Healthy Interactions Facilitator will annually provide the school staff with appropriate updates by a variety of means, including but not limited to:
  - 3.3.1 consulting with individual staff on the Healthy Interactions process;
  - 3.3.2 small group refresher sessions; and
  - 3.3.3 a series of mini-modules at staff meetings.
- 3.4 In September, or as the need arises, the school administration will identify staff members new to the Division who will require Healthy Interactions training.

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References: *Board Policy: E/1/7 – Healthy Interactions Model*

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- 3.5 For the purpose of training new staff, the Division will retain a core of Healthy Interactions instructors who may be drawn from schools and/or Central Office staff to provide Healthy Interactions annual training for new staff.
  - 3.6 All new Division staff members, including those under the General Pay Plan, CUPE members and ATA members are required to take the Healthy Interactions training.
  - 3.7 The Division will offer modified Healthy Interactions training opportunities for bus drivers and bus contractors.
  - 3.8 Notwithstanding the division's commitment to Healthy Interactions, when the concern/complaint resolution process does not result in a satisfactory conclusion or plan of action, or when one of the parties refuses to take part in the resolution, or when the administrator/supervisor does not feel the concern/complaint resolution process is appropriate for the situation, he/she may choose to deal with the situation through an administrative review.
  - 3.9 In undertaking such a review the administrator will:
    - 3.9.1 Identify key issues
    - 3.9.2 Identify where action is required and provide recommendations and,
    - 3.9.3 If deemed necessary, provide directives to those involved (Note: Any administrative directives must be in written form).
    - 3.9.4 Ensure appropriate follow-up is undertaken.

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References: *Board Policy: E/1/7 – Healthy Interactions Model*