



RED RIVER VALLEY SCHOOL DIVISION DIVISION SCOLAIRE VALLÉE DE LA RIVIÈRE ROUGE

233 Main Street N. P.O. Box 400, Morris, MB R0G 1K0

Ph.: 204-746-2317 • Fax: 204-746-2785 • Email: hrdept@rrvsd.ca

Thank you for your interest in casual employment with the Red River Valley School Division Please note that **only complete applications will be processed**.

Once your application is reviewed and processed, you will be contacted to schedule an in-person interview with the HR team at the Division Office.

Application checklist:

- Casual Staff Application Form
- Resume with three (3) professional references (Please provide email address for professional references)
- Pledge of Confidentiality
- Administrative Procedure E5: Acceptable use of Technology
- Employee Declaration & Disclosure
- Banking information for payroll direct deposit (Either a "VOID" cheque or banking instructions from your banking institution)
- Child Abuse Registry Check (Completed within the past six months)
- Criminal Record Check with Vulnerable Sector Search (Completed within the past six months)
- Respect in School - Mandatory Training - Please provide your training certificate with your completed application.

Please contact the HR department at hrdept@rrvsd.ca or at (204) 746-2317 if you have any questions.

Thank you.

Human Resources Department

Red River Valley School Division

CASUAL EMPLOYMENT APPLICATION

Employment Type:

- ☐ Educational Assistant
- ☐ Custodial Aide
- ☐ Administrative Assistant / Librarian
- ☐ Uncertified Substitute Teacher (up to a maximum of 20 days per school year)

Surname

Given Name(s)

Address

Email Address

City/Town

Province

Postal Code

Telephone Number

Social Insurance Number

Date of Birth (MM/DD/YYYY)

REFERENCES:

Please provide three professional references.

Name	Organization / Position	Telephone	Email
1.			
2.			
3.			

Have you ever been charged with a criminal or other offence? Yes ____ No ____

If yes, please provide details of the charge, date, and result in each case.

Do you speak French? Yes_____ No _____

Please indicate your availability beside your preferred schools.

Schools	Availability
École St. Malo School (St.Malo, MB) K-8 Dual Track French/English	
École Héritage Immersion (St.Pierre Joly, MB) K-12 French Immersion	
Suncrest Colony School (Tourond, MB) K-12	
Morris School (Morris, MB) K-12	
Albright School (Oak Bluff Colony, Morris, MB) K-12	
Lowe Farm School (Lowe Farm, MB) K-8	
Rosenort School (Rosenort, MB) K-12	
J.A. Cuddy School (Sanford, MB) K-8	
Sanford Collegiate (Sanford, MB) 9-12	
Oak Bluff Community School (Oak Bluff, MB) K-8	
Vermillion School (Vermillion Colony, Sanford, MB) K-12	
Peace Valley School (Homewood Colony, Starbuck, MB) K-12	
Starbuck School (Starbuck, MB) K-8	

Signature of Applicant

Signature of Witness

Date

Date

Please be advised that this application will not be considered for active employment with Red River Valley School Division unless it is signed by the applicant and a witness.

Red River Valley School Division

DIRECT DEPOSIT ENROLMENT & AUTHORIZATION FORM

Employee Name:	
Date:	
Employee Number:	
School Location:	

Please provide direct deposit instructions from your banking institution or a void cheque.

I hereby authorize RRVSD to process my pay cheque as directed in attached instructions or void cheque.

It is my responsibility to notify the Red River Valley School Division of any changes to my banking arrangements.

Employee Signature

Date

Red River Valley School Division
EMERGENCY CONTACT FORM

Name	
Date of Birth	
Address	
Home Phone	
Cell Phone	
Alternative Email Address	
Primary Emergency Contact Name	
Relationship to Contact	
Home Phone	
Cell Phone	
Secondary Emergency Contact Name	
Relationship to Contact	
Home Phone	
Cell Phone	
Allergies (Food, insects, medication)	

Signature

Date



Respect in School is an online bullying, abuse, harassment and discrimination prevention training tool, developed for School Leaders (teachers, administrators, educational assistants, counselors, custodians, school bus drivers, parent volunteers, or any individuals who interact with students).

All RRVSD staff are required to complete the Respect In School Training.

<https://mbed-school.respectgroupinc.com/>

This uniquely crafted curriculum provides the information and skills that School Leaders require to understand, prevent and respond to incidents of bullying, abuse, harassment and discrimination (BAHD).

Information about the online training:

- Ensure that you select the RRVSD
 - You can stop, save your progress, and continue at a later date/time.
 - Training must be completed within 2 weeks of the start date.
-

Child Abuse Registry Check (Must have been completed within the past 6 months)

Online Process: <https://web.gov.mb.ca/AbuseRegistry>

In Person Process: Family/Adult and Child Abuse Registry, Province of Manitoba
1st Floor, 777 Portage Avenue.

Criminal Record Check with Vulnerable Sector Search (Must have been completed within the past 6 months)

If you reside outside of Winnipeg: Visit your local police or RCMP detachment.

Winnipeg residents: <https://policeinformationcheck.winnipeg.ca/>

- The Winnipeg Police Service had adopted a new Police Records Check process. The changes will mean that for many people, they don't have to attend Headquarters to initiate the process.
- The results will be sent electronically to the applicant and the Red River Valley School Division.
- This means that many applicants will never have to attend a police station unless the application requires something further, like fingerprints.

Red River Valley School Division

EMPLOYEE DECLARATION AND DISCLOSURE

DECLARATION

I, _____ (please print), agree to abide by the policies, procedures and working conditions established by Red River Valley School Division.

I confirm that I will:

- apply for and submit my completed Criminal Record Check with Vulnerable Sector Screening and Child Abuse Registry Check to the Division once I am in receipt of them, upon hire and anytime during my employment if requested,
- submit my receipts requesting a Criminal Record Check and Child Abuse Registry Check to the Division, should there be a waiting period to receive these documents,
- notify the Superintendent or Human Resources Officer that I am under investigation by police or that I have been accused of an offense leading to an investigation or charges either on-duty or off-duty under any Act.

I understand and/or agree that:

- if the Criminal Record Check is returned indicating a criminal record, I may be subject to immediate dismissal from my employment with Red River Valley School Division for cause (the requirements of the position and the circumstances related to the charge will be considered),
- *The Public Schools Act*, Duties of School Boards states that “41(1) Every school board shall (t) where it has knowledge thereof, report to the minister any teacher employed in a school within the jurisdiction of the school board who has been charged with or convicted of an offence under the *Criminal Code* (Canada) relating to the physical or sexual abuse of children”,
- should I appear on the Child Abuse Registry, I am subject to immediate dismissal from my employment with Red River Valley School Division for cause.

DISCLOSURE

Have you ever been found guilty or plead guilty to an offence involving the abuse of a child in a court either inside or outside of Manitoba?	Y	N
Has a family court deemed a child in your care to be "in need of protection" due to abuse?	Y	N
Has a Child and Family Service agencies Child Abuse Committee determined you to be a person who has abused a child?	Y	N
Have you ever been convicted of a criminal offence, in any country, including an offence under the <i>Criminal Code</i> , <i>The Narcotics Control Act</i> , <i>The Highway Traffic Act</i> or <i>The Summary Convictions Act</i> ?	Y	N
If yes, please provide details of the charge:		
Are there currently any outstanding criminal charges against you?	Y	N
If yes, please provide details of the charge(s):		
Are you currently under investigation by a Child and Family Services agency?	Y	N
If yes, please provide the details:		

The Superintendent & CEO reserves the right, based on the nature of information provided, to terminate/recommend termination of your employment in the event that a criminal record or outstanding criminal charge(s) exists; that you appear on a child abuse registry; or that an ongoing Child and Family Services agency investigation exists.

I declare the foregoing information to be true and complete to the best of my knowledge and understand that any misrepresentation or omission shall be deemed cause for my dismissal.

Employee Signature		Date:	
Red River Valley School Division		Date:	

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY & RECORD DISCLOSURE

Legal Authority for the Collection of Information: All information will be collected and retained in accordance with *The Freedom of Information and Protection of Privacy Act* (FIPPA).

Access to Information: Human Resources staff, system administrators (e.g. Principals, Vice-Principals, Directors, Supervisors, Board of Trustees, teachers, parents, or an interview committee) and agents of the Board (such as lawyers), may review this information on a need-to-know basis only.

Information Security: Personal information is retained and secured within Human Resources.

Red River Valley School Division
ADMINISTRATIVE PROCEDURE E5 -
ACCEPTABLE USE OF TECHNOLOGY (STAFF)



The Red River Valley School Division Board of Trustees acknowledges the important role that Technology plays in the education of our students and in conducting Divisional business under established guidelines.

The Red River Valley School Division provides students and employees of the Division with access to Divisional technology networks for Internet, electronic mail and other services. The RRVSD believes that the use of such services in the Division will greatly enhance the ability of teachers and staff to provide new and exciting learning opportunities for students. Access is a privilege and not a right. The division reserves the right to confiscate and search any device being used on our property when there is suspicion of policy & procedure violation.

RRVSD School Division Network and Internet Access Procedure

School Division technology, software, networks, electronic systems and access to the Internet are intended for educational or research purposes and for conducting valid school business. It is presumed that all Division technology resources will be used in a responsible, efficient, ethical and legal manner, in accordance with the mission statement and the stated policies and regulations of the Division.

Section I - Authorized Use:

- All technology resources provided by the RRVSD are to be used for educational and divisional use only.
- Unauthorized access, disruption and any illegal activity or use of RRVSD resources including electronic data (both from cloud & on-premises), bandwidth and network connectivity is strictly prohibited;

Section II - Security Compliance:

- All RRVSD Staff are responsible for safeguarding technology resources from unauthorized access, theft, damage or misuse;
- Staff must protect and not share their login credentials, passwords, or any other authentication information.
- Non-compliance, mismanagement or breach of security measures and ethical standards, including access to security cameras, VPN account, firewall policies,

Cross Reference:		
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SSO & Multifactor Authentication and encryption protocols is subject for investigation and disciplinary action;

Section III - Internet, Email Usage & Storage:

- The RRVSD and the services provided on rrvsd.ca are wholly owned by the RRVSD. Therefore, the RRVSD reserves the right to review any material on user accounts and to monitor file server space in order to make determinations on whether specific uses of the network are acceptable.
- Internet access is provided for work-related research, communication, and tasks. Employees should exercise discretion and refrain from accessing inappropriate, offensive, unauthorized websites or content and use for personal gain and businesses;
- Saving personal data on-premises and in cloud storage are highly discouraged; The RRVSD has the right and legal authority to evaluate, regulate, investigate, terminate, monitor any stored data.
- RRVSD provided email accounts are to be used for RRVSD purposes only and can be subject to be monitored, audited, opened, locked and terminated if legal basis is found;
- Staff may not post messages that are threatening, harassing or bullying in nature;
- RRVSD has taken precautions to restrict access to controversial materials from the Internet. However, on a global network, it is impossible to control all materials. Accidental exposure to controversial materials may occur, or a determined user may discover controversial information.

Section IV - Software, Licensing & Streaming:

- Only authorized software installed by the IT department can be used on RRVSD provided devices. Employees can not install or download unauthorized software without the approval of the IT department;
- Staff must respect copyright laws and licensing agreements when using software, ensuring compliance with all terms and conditions;
- Any account associated with streaming services that are connected to personal accounts cannot be used on RRVSD premises for public viewing. The "terms of

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usage" of all streaming services explicitly prohibits public viewing. This prohibition applies to all types of movies and programs available on their sites. Therefore, streaming content from personal accounts on school premises for public viewings or performances is strictly prohibited;

- Staff must respect digital copyright.

Section V - Personal Devices, BYOD, and Connectivity:

- Connection of personal devices to the RRVSD network/wifi or systems like cellphone, tablets, iPads, laptop should adhere to company policies and security standards. These devices are only to be connected to the Guest wifi. Non-compliance is subject to blocking.
- Company-owned devices and network connections must not be used for personal financial gain, illegal activities, or any actions that could compromise the security or integrity of the company's systems.

Section V1 - Cell Phone Use:

- The use of a personal device such as a cellphone should be used for educational purposes that focus on teaching and learning for students. During contact time or in a position of supervising students, staff should not use their personal device for personal communication.
- Staff have permission to use their personal device during preps and breaks.

Enforcement:

The division reserves the right to restrict or terminate information network access. The division further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network. The division reserves the right to confiscate and search any device being used on our property when there is suspicion of policy & procedure violation.

Review and Updates:

This procedure will be reviewed annually and updated as necessary to reflect changes in technology, security threats, and business needs.

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ACCEPTABLE USE OF TECHNOLOGY (STAFF)



Acknowledgement:

I acknowledge that I have read and understood the Acceptable Use of Technology Administrative Procedure for Staff. I agree to comply with the procedure and understand that violation may result in disciplinary action.

Employee Name: _____

Signature: _____

Date: _____

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Red River Valley School Division

PLEDGE OF CONFIDENTIALITY

As an employee or regular volunteer of the Red River Valley School Division, I acknowledge and understand that I may/will have access to personal health information (statutory definition attached) about others, including students, the confidentiality and protection of which is governed by The Personal Health Information Act.

I further acknowledge and understand that the School Division has established written policies and procedures containing provisions for the security of personal health information in the Division's possession during its collection, use, disclosure, storage and destruction; provisions for the recording of security breaches; and corrective procedures to address security breaches.

I further acknowledge that I read and understood the attached information regarding these policies and procedures.

I acknowledge that I am bound by the policies and procedures established by the School Division in accordance with the Act and I am aware that a consequence of breaching them is disciplinary action.

Signature

Date

Print Name and Position

ATTACHED TO AND FORMING PART OF “PLEDGE OF CONFIDENTIALITY”
Red River Valley School Division

Personal Health Information – means recorded information about an identifiable individual that relates to:

1. the individual’s health, or health care history, including genetic information about the individual;
2. the provision of health care to the individual, or;
3. payment for health care provided to the individual, and includes
4. the PHIN and any other identifying number, symbol or particular assigned to an individual, and
5. any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment for health care; (“renseignements médicaux personnels: PHIA 1(1)).

Written Security Policy and Procedures:

A trustee shall establish and comply with a written policy and procedures containing the following:

1. provisions for the security of personal health information during its collection, use, disclosure, storage, and destruction, including measures:
 - a. to ensure the security of the personal health information when a record of information is removed from a secure designated area, and
 - b. to ensure the security of personal health information in electronic form when the computer hardware or removable electronic storage media on which it has been recorded is being disposed of or used for another purpose;
2. provision for recording of security breaches;
3. corrective procedures to address security breaches. (PHIA Section 2).

Pledge of Confidentiality for Employees:

A trustee shall ensure that each employee and agent signs a pledge of confidentiality that includes an acknowledgement that he or she is bound by the policy and procedures referred to in Section 2 and is aware of the consequences of breaching them. (PHIA, Section 7)

Red River Valley School Division employees should be aware that personal health information may include information stored in the Pupil Support File (psychologist, speech & language pathologist, social worker, and counselor reports), as well as information required for health care plans.