



**AP 9.14**

**Category: Welcoming, Caring, Respectful and Safe School**

**Safeguarding Work Life Balance**

**BACKGROUND**

“To meet professional practice standards, all educators and system leaders need to be well. The role of system leaders includes supporting leaders and teachers.”

*CASS Workplace Wellness for Alberta School Authorities: A Planning and Implementation Guide*

The CAPE Charter Board believes:

- that promoting work life balance is in the best interest of all stakeholders. When our staff is supported in their work, they are able to in-turn provide the highest quality support to their students, their colleagues and their school community;
- in its responsibility to create organizational structures that promote individual wellness and wellbeing and offer boundaries between excellence in work life and excellence in home life;
- that supporting a healthy school community is essential for supporting the growth and development of each learner;
- that the relationship between and interconnectedness of learners’ mental health and physical wellbeing are well supported by both research and lived experiences;
- that wellbeing is both an individual and collective responsibility, and is committed to ensuring that staff and students are provided with the support they need to be well;
- that wellbeing is a precondition to excellence in teaching and learning in the workplace and excellence outside of the workplace;
- that each member of the CAPE school community plays a role in supporting wellness and wellbeing within our school and our community.

**POLICY STATEMENT**

1. The CAPE Charter Board supports the development and maintenance of a school environment that promotes work life balance, that supports individual and organizational wellness and wellbeing, and fosters excellence in teaching and learning.

**CAPE-Centre for Academic and Personal Excellence  
Policy Manual**

**AP9.14**

**Category: Welcoming, Caring, Respectful and Safe School**

**DEFINITIONS**

2. **Wellness** - the active pursuit of activities, choices and lifestyles that lead to a state of holistic health (*The Global Wellness Institute*); a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.” (*World Health Organization*)
3. **Wellbeing** - a complex combination of a person's physical, mental, emotional and social health factors.
4. **Educator** - a professional who educates, especially a teacher, principal, or other person involved in planning or directing education.
5. **System leader** - someone who brings people and groups together to collectively make progress on a common challenge.
6. **Mental health** - a person's condition with regard to their psychological and emotional well-being; includes social well-being.

**GUIDELINES:**

7. The CAPE Charter Board supports, through policy and budget, a positive work place wellness and wellbeing environment, that set jurisdiction and communication boundaries, safeguard flexible work arrangements, and support wellness and wellbeing.
8. The CAPE Charter Board entrusts the Superintendent with developing and evaluating procedures that have the potential of creating and sustaining work place wellness and wellbeing environment that contributes to work life balance and excellence. The implementation of such procedures is entrusted to the principal.
  - 8.1 Teachers and Educational Assistants timetables are to provide breaks and planning time.
  - 8.2 The facility must provide quiet spaces for staff to decompress.
  - 8.3 Peer support mechanisms must be in place such as mentor teachers, administrators specifically assigned to support staff health and wellness, and resource personnel.
  - 8.4 On-line, printed and in-person resources that support mental and physical health and wellness are to be made available.
  - 8.5 The environment is to be supportive of staff health and wellness through external personal commitments, such as appointments.
  - 8.5 Staff, group, committee, planning, parent and other meetings are to be scheduled during work hours, and not extended past 4:30 pm, when possible.
  - 8.6 Time outside of the work day is to be addressed through time in lieu or additional staff discretionary time.

**CAPE-Centre for Academic and Personal Excellence  
Policy Manual**

**AP9.14**

**Category: Welcoming, Caring, Respectful and Safe School**

- 8.7 Time dedicated to extra curricular activities are to be tracked and addressed through time in lieu.
- 8.8 Administrative approval must be requested and received banked time and time in lieu.
- 8.9 Parent and student e-mails and phone calls are to be addressed during a one hour window of time during the work day at the discretion of the teacher. Parents and students are to be informed of the designated time by the teacher.
- 8.10 Parents, students, colleagues, and other work-related e-mails and phone calls are to be acknowledged and addressed during a reasonable time at the discretion of the administrator.
- 8.11 The school is closed from mid-July to mid-August to provide time for all staff to decompress and re-charge.
- 8.12 Natural breaks (such as Christmas and Easter) in the school year must be of a length as to allow for decompressing, re-charging, relaxing.
- 8.13 Staff is to be strongly encouraged to not attend school if feeling unwell, to take the necessary time to get well before returning, to use the provisions in the Contract of Employment such as Special Short Term leave of Absence with Pay or without Pay, to use personal days and sick days, if needed.
9. The Secretary-Treasurer shall ensure that all staff is aware of all board-approved supports, that these supports are accessible and financially supported through budget.
10. The Superintendent shall ensure that board policy 9.11 Safeguarding Learner Work Life Balance and these procedures are easily available to all stakeholders via the school website or any other means.
11. The Principal shall ensure that staff, students, and parents within the CAPE school community are aware of Board Policy 9.11 Safeguarding Learner Work Life Balance and these procedures.
12. The Principal shall ensure that work life balance is sustained.

---

**References:**

*Education Act*

*CASS Workplace Wellness for Alberta School Authorities: A Planning and Implementation Guide*

*CAPE charter*

*Policy 9.11 Safeguarding Learner Work Life Balance*

---

Adopted: September, 2023