



Procedure 403

Staff Suspension, Termination and Appeal

Background

The following procedures apply to all employees not covered by the Collective Agreement with teachers.

Labor relationships with employees that are covered by the Collective Agreement with teachers shall be governed with the provisions and procedures identified in the *School Act* and Board Policy No. 12, Hearings on Teacher Matters.

Procedures

1. When a concern about the conduct of an employee has been brought to the attention of the superintendent, or supervisor, the employee shall be notified verbally as soon as possible and followed by a written summary of the concern.
2. The superintendent shall conduct an investigation into the concern by contacting all parties involved, including the employee. In addition, the superintendent shall review any performance appraisals or other documentation concerning the employee's performance.
3. If after conducting the investigation the superintendent is of the opinion that a termination of employment is justified, that decision shall be conveyed to the employee in writing and a copy of the letter shall be placed on the employee's personnel file.
4. The employee shall be advised of the right to appeal the decision of the superintendent in accordance with Board Policy No. 13 – Appeals.