

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

## HIRING, TENURE, DEMOTION, SUSPENSION AND DISMISSAL OF ALL STAFF

PB-13.0  
2012 02 29

### POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to hire, retain, demote, suspend or dismiss staff subject to the following:

#### A. HIRING

1. No candidate shall be employed for, or assigned to a position where his/her evaluation will be made in whole, or in part, by a member of his/her immediate family. **Immediate family shall mean spouse, son, daughter, mother or father, brother or sister.**
2. Superintendents are authorized to hire staff as required, with the exception of people for positions of principal and vice-principal.
3. For positions of principal and vice-principal, a written report and recommendation prepared by the appropriate Supervisory Officer, shall be sent to the Director of Education.
4. In addition to all of the above, any hires, resignations and retirements, leaves of absence and secondments, and short-term and long-term appointments that have occurred in the past month will be reported to the Board.
5. Every employee hired subsequent to September 1, 1990, who is eligible to be a separate school supporter as provided for in the Education Act, shall become and remain a separate school supporter during the course of employment with the Board.

#### B. TENURE

1. Unless determined otherwise by a Collective Agreement, all employees are considered probationary during the first six (6) months of their employment.
2. One month prior to the termination of the employee's probationary period, the Human Resource Department shall obtain from the employee's immediate supervisor a written decision as to whether or not the employee is to be granted permanent status.
3. The Human Resources Department shall then advise the employee in writing of this future status.

#### C. SUSPENSION

1. If, in the opinion of the Director of Education, a given situation is deemed serious enough, an employee may be suspended from regular duty.

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2. The employee's salary shall be continued during the suspension, unless otherwise determined by the Director of Education.
3. The Director of Education or his/her designate shall inform the employee, in writing, of the suspension stating the reasons and the length of the suspension.
4. The Director of Education will report the suspension of an employee to the Board.

### D. DEMOTION OR DISMISSAL

1. The Director of Education may demote or dismiss any probationary or permanent employee.
2. Without limiting the generality of the foregoing, the Director of Education shall dismiss a teacher whose behaviour is clearly contrary to the teachings of the Catholic Church, or a teacher whose personal remarks denote a clear refusal of Catholic principles and practices.
3. The Director of Education shall report the demotion or dismissal of a permanent employee to the Board.
4. The Director of Education shall advise a dismissed employee in writing that in accordance with Board Policy EL3, an employee may appeal to the Board of Trustees if the employee alleges that Board policy has been violated to his or her detriment.

### E. PROGRESSIVE DISCIPLINE

#### Verbal Warning

1. The immediate supervisor will review the facts of the case in private with the employee involved.
2. The employee will be told:
  - a) what action will be taken if specific expectations are not met; and
  - b) what time will be given to rectify the situation.
3. The immediate supervisor will send a notification of the verbal warning to the Supervisory Officer concerned, who will refer it to the employee's personal file, with a copy to the individual.

and/or

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### Written Warning

1. The immediate supervisor will review the facts of the case with the employee involved.
2. The employee will be told:
  - a) what action will be taken if specific expectations are not met; and
  - b) what time will be given to rectify the situation.
3. A record of the meeting, stating the facts which were reviewed with the employee, will be prepared by the immediate supervisor, a copy given to the employee, and a copy sent to the Supervisory Officer concerned who will refer it to the employee's personal file.

### Follow-up

1. If after the above warnings have been given, the immediate supervisor is satisfied that a demotion or a dismissal is warranted, a recommendation to that effect will be made to the Supervisory Officer, with a copy to the employee and the Human Resources Department.
2. The Supervisory Officer concerned will consult with the immediate supervisor and submit a report to the Director of Education, with a copy to the parties concerned.

## F. APPEAL TO BOARD OF TRUSTEES

1. An employee who alleges that Board policy has been violated to his or her detriment may appeal to the Board of Trustees in accordance with Board Policy EL3.
2. An appeal to the Board of Trustees shall be delivered, in writing, to the Secretary of the Board, within twenty (20) working days of the employee becoming aware of the act or decision alleged to violate Board policy.