

SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

Background

The Division believes that the public's trust accorded education in general and the Division's educational services in particular, is preserved, if not enhanced, by the conduct and performance of its support staff.

Within Board policies and administrative procedures, it is expected that members of the support staff will:

1. Provide satisfactory service;
2. Seek to improve their level of performance; and
3. Conduct themselves in a manner which will encourage greater public respect for education, for the Division.

The Superintendent is authorized to suspend a support staff member when the Superintendent is of the opinion that student welfare or Divisional property are threatened by the support staff member or if the support staff member has been guilty of gross misconduct, neglect of duty or refusal or neglect to obey a lawful order of the Board.

Procedures

1. Suspension of Support Staff

Where in the opinion of the Superintendent there is reasonable ground(s) to believe that the presence of a support staff member or a support staff member in a classroom or school or facility operated by the Division is:

- 1.1 Detrimental to the health and/or safety of students and/or employees; or
- 1.2 Detrimental to the educational welfare of the students; or
- 1.3 Detrimental to the safe and efficient operation of Division property and/or equipment; or
- 1.4 That the support staff member has been guilty of gross misconduct, neglect of duty or refusal or neglect to obey a lawful order of the Board;

the Superintendent may suspend a support staff member from the performance of his/her duties.

2. Dismissal of Support Staff

Where in the opinion of the Superintendent there is reasonable ground(s) to believe that a support staff member is:

- 2.1 Guilty of gross misconduct, neglect of duty, or refusal or neglect to obey a lawful order of the Board; or
- 1.2 By reason of mental infirmity, detrimental to the well-being of the school, or Divisional facility;

the Superintendent may terminate the contract of employment or designation.

- 2.3 The Superintendent may terminate a support staff member at any time in his absolute discretion without cause by providing notice or payment in

lieu of notice pursuant to the employee's terms of hire or applicable
severance policy.

Reference: Section 60, 61, School Act