



Rationale

The Board of Directors recognizes that there are occasions when it is necessary to terminate the employment of a support staff member for just cause. Just cause includes, but is not limited to, actions on the part of the staff member that are contrary to the aims and objectives of the Catholic School.

In addition there are other reasons where it may be necessary to terminate the employment of the support staff.

In keeping with the legal requirements and with the Church's teachings on social justice, it is important that procedures are in place to ensure that individuals are treated fairly and justly and provided with an appeal mechanism.

Policy

The employment of a Support Staff member may be terminated for just cause, or where, as a result of declining enrolment, other operational reasons, or for reasons related to their ability to perform their duties, the services of an individual are no longer required.

Regulation

A. Termination of Employment: Performance Appraisal

1. A permanent employee must be given written notice when performance/behaviour is unsatisfactory.
2. An assistance program should be developed to rectify the problem which shall include:
 - the identification of expected performance/behavioural goals
 - assistance to achieve these goals
 - regular evaluations of performance/behaviour followed by written reports
 - a timeline for achievement of established goals
3. If the support staff's performance/behaviour is still unsatisfactory the Principal will notify the Superintendent in writing with a recommendation for termination.



4. The superintendent will review the recommendation and ensure that all necessary steps have been taken in accordance with A1 and A2.
5. Written notice will be give to the employee by the Principal who will inform the Council of the action taken.
6. A terminated employee has the right to appeal in accordance with the grievance policy (#414).

B. Termination of Employment: Notice

Except where termination for just cause applies the termination will follow the provisions set forth in the Employment Standards Act.

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| Reference: | Approved |
| | Date Approved: June 1994 |
| Cross-reference: | Date(s) Revised: September 2003 |