



402.12AP Staff Remediation

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LEGAL REFERENCE

- Education Act Section 197 (i), 12

CROSS REFERENCE

- [402.3AP Personnel Records](#)
 - [402.11AP Staff Evaluation](#)
 - [402.7AP Transfer of Professional Staff](#)
 - [402.5AP Teacher Professional Growth, Supervision & Evaluation](#)
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BACKGROUND: The Board recognizes that there may be an employee whose performance is unsatisfactory. In such a case, a remediation plan shall be developed and implemented. Upon completion of the remediation plan, an evaluation of the desired results must be carried out.

PROCEDURES:

1. Recognition of a Problem - The supervisor becomes aware that the level of performance of an employee may not be satisfactory, either through 402.11AP or through other documented supervisor concerns.
2. Prior to placing an employee on a remediation plan the supervisor will contact the Deputy Superintendent.
3. Employee Remediation Plan - A remediation plan is intended to assist the employee to increase his/her effectiveness in the deficient areas. School and system administration in a supervisory role, and/or other appropriate individuals may provide assistance.
 - 3.1 The supervisor will be responsible for identifying the growth areas, nature of the problem, expected and present standards, deficiencies, desired results and means of evaluation. Administrative personnel in addition to the supervisor may be involved in the process.

- 3.2 The employee will be involved in determining strategies to meet the desired results.
- 3.3 The employee will be the key figure in implementing these strategies.
- 3.4 A remediation plan shall specify the following:
 - 3.4.1 Growth areas where remediation is required;
 - 3.4.2 The standard expected of the employee, including any background policy or documents;
 - 3.4.2.1 – Where possible, specific reference to the Alberta Education Teaching Quality Standard, the Leadership Quality Standard or the Superintendent Leadership Quality Standard should be made.
 - 3.4.3 A description of the present standard being displayed by the employee;
 - 3.4.4 A listing of the deficiencies which reflect the difference between the expected and present standard;
 - 3.4.5 A listing of the desired results;
 - 3.4.6 For each desired result, strategies, timelines, responsibility and means of monitoring;
 - 3.4.7 The date by which a satisfactory level must be reached.
- 4. After consulting with the Deputy Superintendent ~~– Human Resources~~ the supervisor will inform the employee in writing that he/she will be on a remediation plan. The supervisor will call a meeting involving the employee and a member of system administration to formulate and discuss a plan of action. At the meeting the supervisor and a member of the system administration will share with the employee the components of the remediation plan that they have developed.
- 5. Evaluation Report Under 402.11AP upon the expiry of the time specified in the remediation plan, the supervisor will work with a system administrator and shall initiate an evaluation of the desired results. The evaluation report will include recommendations and conclusions. The evaluation may include site observations, interviews, surveys, etc. This evaluation report must be completed in a timely manner.
 - 5.1 Should the employee be absent at any time during this process, it will be suspended and resume immediately upon the return of the employee.
- 6. Recommendations and Conclusions
 - 6.1 A decision shall be made regarding the employee's success in meeting the desired results. The report will include conclusions for each desired result as well as a summative conclusion.
 - 6.2 A meeting will be called by the supervisor to share the report with the employee.
 - 6.3 Should it be determined that the desired results are met, this summative conclusion shall be stapled to the front of the remediation plan.
 - 6.4 Should it be determined that the desired results are not met, the supervisor will consider further action such as: continuing the remediation plan, revising the remediation plan, reassignment of the employee, or recommendation to terminate the employee. If the decision is to recommend termination, the decision and supporting documentation is to be forwarded to the Deputy Superintendent.

- 6.5 In the case of termination, the Superintendent or designate shall present all Documentation to the Board, along with the recommendation.
7. The remediation plan and its evaluation report will be filed together in the personnel file.