



Administrative Procedure 5125

Reporting Guidelines for Support Staff

Board Governance Policy Cross Reference: [1](#), [12](#), [13](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: June 1987

Amended: December 2017; June 2022; September 2023

The purpose of this administrative procedure is to clarify a number of aspects pertaining to the support staff reporting processes; including who should report to whom and when. The reporting paths described below are intended to apply to all situations including isolated incidents reflecting upon the performance of an employee.

Bus Drivers/Transportation

Principal/Vice-Principal or the Supervisor of Transportation are the most likely recipients of concerns. If the Principal/Vice-Principal is the recipient of the concern, their first contact person shall be the Supervisor of Transportation. If the Supervisor of Transportation is the first recipient of a concern and the incident concerns the welfare of students, they shall report the matter to the Principal/Vice-Principal. In all instances, the Supervisor of Transportation shall report the matter to the Secretary-Treasurer. If deemed necessary, the Secretary-Treasurer shall then report to the Superintendent/CEO or designate.

Custodial

The Principal/Vice-Principal is the most likely recipient of concerns regarding individuals providing custodial/cleaning services. The Principal/Vice-Principal shall refer all matters to the Supervisor of Facilities. If the incident involves students or teaching staff, the Principal/Vice-Principal, at their discretion, shall contact the Assistant Superintendent. In all cases, the matter shall be reported by the Supervisor of Facilities to the Manager of Facilities. If deemed necessary, the Manager of Facilities shall then report to the Secretary-Treasurer.

Educational Assistants

The initial recipient of concern regarding Educational Assistants is most likely to be the Principal/Vice-Principal who shall then report to the Assistant Superintendent who shall report to the Secretary-Treasurer.

Maintenance

The initial recipient of concerns regarding Maintenance staff is most likely to be the Manager of Facilities who shall report directly to the Secretary-Treasurer.

School Administrative Assistants

The initial recipient of concerns regarding School Administrative Assistants is most likely to be the Principal/Vice-Principal who shall report to the Secretary-Treasurer.

Other Support Staff

The initial recipient of concerns regarding support personnel not mentioned above will be the employee's immediate supervisor who shall report to the Secretary-Treasurer or the Assistant Superintendent, as appropriate.

Time is of the essence in situations which may result in corrective action or some form of legal action involving an employee. Therefore, those people initiating or receiving concerns shall verbally report these instances to the appropriate Administrator immediately. Written reports may be required from each person involved.

It is the intent with all such reports that they be brought to the attention of the Superintendent/CEO by the Divisional Office Senior Administrator receiving the reports.