



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

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

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

Educational Assistants

The initial recipients of concerns regarding Educational Assistants are most likely to be School Leaders who shall then report to the Assistant Superintendent who shall report to the Secretary-Treasurer.

Maintenance

The initial recipients of concerns regarding Maintenance staff are most likely to be the Supervisor of Facilities or the Director of Facilities and Transportation 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 School Leader 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.