

REQUEST FOR REVIEW OF EMPLOYEE DECISION

Background

This Administrative Procedure refers to a request to review a decision or a series of decisions made by an employee. A review is intended to include discussion of and alternatives to the original decision. A decision not to act shall also be considered a decision. Any procedures regarding general employee performance, alleged misconduct or alleged child abuse/neglect are contained in other procedures or relevant District documents.

The purpose of this Administrative Procedure is to provide a structure and process around reviews of employee decisions. The District believes that:

- Parents and students are to be able to have decisions reviewed, and employees are to be able to respond;
- Discussion is to take place in an open, respectful and unbiased manner;
- Every attempt is to be made to facilitate and resolve the issue at the level closest to that where the decision was made;
- Discussion regarding reviews and the employee response are to occur within a reasonable time frame from the original decision.

Procedures

1. Step 1 - Employee Level

- 1.1. The purpose of this contact is for the parent/student and employee to review the decision(s) made by the employee. The employee shall communicate his or her reasons for the decision(s). The parent/student shall communicate his/her concern(s) about the decision and may suggest an alternative course of action. There may be more than one contact at this level. It is anticipated that the vast majority of issues are resolved at this level.
- 1.2. If the matter is not resolved at this level, the parent/student may request Step 2 as detailed below in writing or by oral request to the Principal.
- 1.3. The employee must inform the parent/student of the next step that may be taken.

2. Step 2 - Supervisor Level

- 2.1. The purpose of this meeting is for discussion regarding the decision made by the employee and concerns of the parent/student that were not resolved in Step 1. The Supervisor shall give due consideration to the request for review of the decision.
- 2.2. The parent/student or the school administrator may elect to complete **Form 152-1 - Request for Review of Employee Decision (Step 2 or Step 3)** form prior to the meeting. The employee may attend the meeting at the school administrator's discretion. There may be more than one meeting at this level.

- 2.3. The parent/student may bring an *advocate and shall inform the Supervisor in advance to ensure that employees will be notified that an advocate will be present.
 - 2.3.1. *An advocate is a supporter who intercedes on behalf of another. Partner groups may be contacted by the parent/student seeking an advocate. These include the school Parents' Advisory Council (PAC), the District Parents' Advisory Council (DPAC) or members of the Aboriginal Education Council (AEC).
- 2.4. If invited to the meeting by the Supervisor, the employee will be informed in advance of their right to representation.
- 2.5. Should the meeting move into the area of employee discipline, the administrator shall conclude the meeting.
- 2.6. If the matter is not resolved, the administrator shall give the **Request for Review Form (Form 152-1)** to the parent/student. The parent/student shall complete the **form (Form 152-1)** and forward it to the Superintendent.
- 2.7. The parent/student will be informed of the process to be followed in dealing with the issue from that time on.

3. Step 3 - District Level

- 3.1. The purpose of this meeting is for discussion regarding the decision made by the employee, and concerns of the parent/student that were not resolved in Steps 1 and 2, and for the District officer to give due consideration to the parent/student request for review of an employee decision. There may be more than one meeting at this level.
- 3.2. The **Request for Review of Employee Decision (Step 2 or Step 3) Form** shall be completed and all other procedures shall be as Step 2 outlined above.
- 3.3. The Superintendent or Assistant Superintendent shall determine which of the District officers is most appropriate to attend this meeting.

4. Appeals

- 4.1. If the matter is not resolved at Step 3, the parent/student may appeal the decision under [Policy 13 - Appeals Bylaw](#). The parent/student shall be provided with the information needed to make an appeal.

Reference: Sections 6, 11, 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8, 22, 26, 85, 91 School Act
Appeals Regulation 24/08
Administrative Tribunals Act
Collective Agreement

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