

School District #62 (Sooke)

ACCESS AND APPEAL FOR EXCLUDED EMPLOYEES	No.: E-331
	Effective: Feb. 28/84 Revised: Nov. 26/24 Reviewed: Oct. 1/24; Oct. 22/24; Nov. 26/24

SCHOOL BOARD POLICY

This policy applies to all excluded/non-unionized employees including Executive Officers, Principals and Vice-Principals and exempt employees.

The Board expects that excluded employees will seek to resolve matters related to employment by discussion with their supervisor and, if necessary, with the appropriate Executive Officer.

If the matter remains unresolved, the excluded employee shall submit the particulars, in writing, to the supervisor. The supervisor shall consider the written submission and respond to the employee, in writing, within fifteen (15) business days. If the matter is not successfully resolved, the employee shall submit the matter, in writing, to the appropriate member of the District’s Executive Team. The Executive Team member shall respond, in writing, to the employee and the supervisor within fifteen (15) business days.

Should the matter remain unresolved, as a final step, the employee may submit the matter to the Board of Education. The Board of Education shall consider the written submission of the concern and respond to the employee, in writing, within thirty (30) business days. Following the written decision from the Board of Education, the matter shall be deemed resolved.