

## **OCCASIONAL TEACHER REMOVAL PROCEDURE**

**March 2011**

Article 13.10 states: An Occasional Teacher who refuses three (3) or more assignments within a period of twenty (20) school days and does not provide reasonable grounds for refusing such assignment or who cannot be contacted for assignments during a period of twenty (20) school days shall be deemed to have resigned from the Occasional Teacher List.

### **Article 13.10 Clarification:**

1. Refuses/refusal is also understood to mean declines, cancels/cancellations.
2. "Cannot be contacted for assignments" is understood to include no answer, hang up and busy signal.
3. The provisions of #1 and #2 above are subject to reasonable grounds as referenced in Article 13.10
4. For clarity, "20 days" as referenced in Article 13.10 is understood to mean a calendar month.

### **Article 13.10 Removal Procedure:**

1. In the event that the Board's job refusal statistics of an Occasional Teacher are a concern, the Board shall send the Occasional Teacher an Article 13.10 notification letter within six weeks from the end of the month in question.
  - a. The letter shall state the month when the specified number of refusals has taken place and request that the Occasional Teacher provide reasonable grounds for the refusals made during that month.
  - b. The Occasional Teacher shall have three weeks from the date of the letter to provide a written response to the Manager of Teacher Personnel. The Board will mail the letter on or as soon as possible after the day it is dated. It is understood the written response from the Occasional Teacher can be via email or hard copy.
  - c. If the Occasional Teacher provides a response as requested, the Board shall consider the Occasional Teacher's response to (b) [above] and provide a written response to the Occasional Teacher within three weeks from the date of the letter from the Occasional Teacher. The Occasional Teacher will mail the letter on or as soon as possible after the day it is dated.
  - d. If the teacher does not provide any response, or if the Board determines the response is unsatisfactory, the Occasional Teacher will be deemed to have resigned from the Occasional Teacher List in accordance with Article 13.10
  - e. If the rationale of the Occasional Teacher is accepted, the Article 13.10 notification letter and corresponding Occasional Teacher response containing the reasonable grounds shall be relied upon exclusively for purposes of administering the Article 13.10 procedure.
  - f. The Board's Article 13.10 notification letter may be mailed to Occasional Teachers during July and August, but do not have to be responded to until September 21<sup>st</sup>.