

425 EMPLOYEE REMEDIATION PLANS

Belief

The MESCC recognizes that there may be an employee whose performance does not meet the required standards of performance. In such a case, a remediation plan shall be developed and implemented.

Procedures

1. When through evaluation an employee's performance has been identified as requiring remediation, the employee shall be informed of the deficiencies in writing and of the supervisor's decision to implement a remediation plan (FORM 425 Remediation Plan).
2. Prior to placing an employee on a remediation plan the supervisor will contact the Associate Superintendent: People Services.
3. When developing a remediation plan, the supervisor will discuss the format and contents with the Associate Superintendent: People Services
4. After consulting with the Associate Superintendent: People Services the supervisor will inform the employee in writing that he/she will be on a remediation plan.
5. The supervisor will call a meeting involving the employee and the appropriate Director: People Services to formulate and discuss a plan of action.
6. At the meeting the supervisor and a member of the People Service Branch will share with the employee the components of the remediation plan that they have developed.
7. Future meetings will be scheduled to formalize the strategies that will be implemented.
8. A remediation plan is intended to assist the employee to increase his/her effectiveness in the deficient areas.
9. The employee will be given the opportunity to be involved in determining strategies to meet the desired results.
10. The employee will be the key figure in implementing these strategies.
11. A remediation plan shall specify the following:
 - 11.1. Behaviors and/or practices that do not meet performance standards;
 - 11.2. A statement describing the nature of the problem;
 - 11.3. The performance standard expected of the employee, including any background administrative procedure, policy or other relevant documentation;

- 11.4. A description of how the performance standard is not being met by the employee by listing the deficiencies
 - 11.5. A listing of the desired results which include the criteria by which compliance will be evaluated;
 - 11.6. For each desired result, strategies, timelines, responsibility and means of monitoring and evaluation;
 - 11.7. The date by which a satisfactory level must be reached;
 - 11.8. Specify the consequences of a failure to remediate.
12. Upon the expiry of the time specified in the remediation plan, the supervisor shall initiate an evaluation based on the remediation plan expectations.
 13. An evaluation report will be written indicating the employee's success in meeting the desired results. The report will include conclusions for each desired result as well as recommendations.
 14. This evaluation report must be completed in a timely manner.
 15. A meeting will be called by the supervisor to share the report with the employee.
 16. Should it be determined that the desired results are met; this conclusion shall be stapled to the front of the remediation plan.
 17. Should it be determined that the desired results are not met, the supervisor will consult with the Associate Superintendent: People Services to consider further action such as: continuing the remediation plan, revising the remediation plan, reassignment of the employee, or a recommendation to terminate the employee or the employee's designation. If the decision is to recommend termination, the decision and supporting documentation is to be forwarded to the Superintendent or designate.
 18. In the case of a recommendation for the termination of a teacher/instructor with a continuing contract of employment, the Associate Superintendent Personnel shall present all documentation to the Superintendent, along with the recommendation.
 19. The remediation plan and its evaluation report will be filed together in the employee's personnel file.

Reference:

AP 405: Teacher/Instructor Growth, Supervision, and Evaluation

AP 406: Support Staff Growth, Supervision and Evaluation, FORM 425 Remediation Plan