



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES THIRD PARTY COMPLAINTS TO THE BOARD ABOUT EMPLOYEES

When the Board or its administration are in receipt of a written complaint against an employee, the following procedure shall be adhered to:

- a) The document in question shall become part of the record of the Board under the Municipal Freedom of Information and Protection of Privacy Act;
- b) Following a preliminary investigation of the complaint, the Director of Education will determine if and when the employee about whom the complaint is made shall be informed.
- c) The employee's supervisor will notify the employee that he/she may have union/federation/association representation.
- d) Access to the record will be governed by the Municipal Freedom of Information and Protection of Privacy Act.
- e) The employee will be provided the opportunity to attach their response to the complaint.

REQUEST FOR ANONYMITY:

Should a complainant request anonymity in respect of a complaint, such a request shall be forwarded to the director and the director shall consider the reasons for the request for anonymity by the Complainant. The director may, in the appropriate circumstances, allow a complaint to be processed without the complainant's name being divulged, unless required by the Education Act, the Municipal Freedom of Information and Protection of Privacy Act, as ordered by a Court of Law, or as required by any other Act, statute or regulation governing the discharge of duties and functions of a school board and its officers, employees, board members and administration, or so ordered by a judge in a Court of Law.

NOTE: If an investigation is taking place that the Director of Education feels poses a financial, legal or reputational liability to the board, a report will be provided to the trustees at the next closed session.