

## **STAFF EMPLOYMENT, TERMINATION AND RETIREMENT**

### **Background**

The Division considers the employment of personnel of prime importance in providing quality service to the public it serves.

### **Procedures**

1. The Director is responsible for the hiring procedures for all employees of the Division.
2. Positions of employment shall be advertised as deemed necessary by the Director. Advertisements may be placed in local, provincial or national newspapers and circulated via other media as deemed appropriate.
3. Termination of Services
  - 3.1 Teaching Staff
    - 3.1.1 The Education Act shall indicate the termination of services procedure regarding the teaching staff.
  - 3.2 Non-Teaching Staff
    - 3.2.1 The services of a non-teaching employee may be terminated in the following manner:
      - 3.2.1.1 by the employee upon written notice directed to the Director at least 30 days prior to the effective date of the resignation.
      - 3.2.1.2 by the Division upon written notice directed to the employee at least 30 days prior to the effective date of the termination of the employment.
      - 3.2.1.3 at any time by mutual consent in writing.
4. Retirement
  - 4.1 The normal retirement date for all employees shall be June 30 following the date the employee reaches his or her 65th birthday.
  - 4.2 Employees may request one-year extensions of their employment beyond their normal retirement date. Such requests must be in writing and must be accompanied by a statement from a qualified medical practitioner indicating that the employee's health would not impede the performance of the employee's duties. Such requests must be submitted to the Director at least six months before the normal or revised retirement dates.

Reference: Section 85, 87, 108, 109, 198, 199, 200, 201, 202, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 217.1, 218, 219, 220, 221, 222, 225, 226, 227, 229, 230 Education Act

