

EMPLOYER'S NOTICE

For use by: Saskatchewan Boards of Education, Conseil Scolaire, Registered Independent Schools, Historical High Schools, or any other person or entity that employs or retains a Registered Teacher to teach in Saskatchewan.

TEACHER INFORMATION

Employed by:

☐ Board of Education

☐ Registered Independent School

☐ Conseil Scolaire

☐ Other Employer _____

A copy of this form will be sent to the Registered Teacher.

Teacher's Name (First – Last)

Teaching Certificate Number

Date of Hire

Suspension, Termination or Resignation Date(s)

Address

City

Province

Postal Code

Email

Please check all applicable boxes:

Action Taken:

- ☐ suspension of a contract of employment
- ☐ termination of a contract of employment

- ☐ resignation or retirement
- ☐ mutual agreement for termination of a contract of employment

Reason for action:

- ☐ professional incompetence
- ☐ professional misconduct

REPORTER CONTACT INFORMATION

Name of Employer

Date of Notice

Street Address

City

Province

Postal Code

Contact Person:

Name

Position

Phone Number

Email**COMPLAINT PROCESS**

To learn about the complaint management process, visit our [website](#).

Employer Duty to Report (*The Registered Teachers Act*)

35(1) An employer shall immediately provide written notice to the board of directors regarding the suspension, termination, resignation or retirement from employment of a registered teacher employed or retained by the employer in a position for which a teacher's certificate is required if the suspension, termination, resignation or retirement, as the case may be, results from conduct that the employer reasonably believes constitutes professional incompetence or professional misconduct.

(2) An employer notice pursuant to subsection (1) must:

- (a) be in the form required by the board of directors; and
- (b) set out the reasons for the employer's beliefs and the action taken to address the situation, which may include:
 - (i) the employer suspending or terminating the contract of employment with the registered teacher;
 - (ii) the employer and the registered teacher agreeing, in writing, to the termination of the registered teacher's contract of employment; or
 - (iii) the registered teacher resigning or retiring.

(3) No action or proceeding lies or shall be commenced against any person or anything in good faith done or purported to be done by that person in the carrying out or supposed carrying out of the duty to report imposed on that person pursuant to this section.

The SPTRB has jurisdiction to receive complaints associated with allegations of professional misconduct or incompetence as defined by *The Registered Teachers Act* and *Regulatory Bylaws of the Saskatchewan Professional Teachers Regulatory Board*.

Check the section(s) you believe have been violated due to the actions within your complaint:

Professional Misconduct

- ☐ conduct which is harmful to the best interest of pupils or affects the ability of a registered teacher to teach;
- ☐ any intentional act or omission designed to humiliate or cause distress or loss of dignity to any person in school or out of school which may include verbal or non-verbal behaviour;
- ☐ physically abusive conduct which involves the application of physical force which is excessive or inappropriate in the circumstances to any person;
- ☐ sexually abusive conduct that violates a person's sexual integrity, whether consensual or not which includes sexual exploitation;
- ☐ an act or omission that, in the circumstances, would reasonably be regarded by the profession as disgraceful, dishonourable or unprofessional;
- ☐ being in violation of a law if the violation is relevant to the registered teacher's suitability to hold a certificate of qualification or if the violation would reasonably be regarded as placing one or more pupils in danger;
- ☐ signing or issuing a document in the registered teacher's professional capacity that the registered teacher knows or ought to know contains a false, improper or misleading statement;
- ☐ falsifying a record relating to the registered teacher's professional responsibilities;
- ☐ providing false information or documents to the registrar or to any other person with respect to the registered teacher's professional qualifications.

Professional Incompetence

Failed to:

- ☐ Create and maintain an environment that encourages and demonstrates a commitment to student learning and student well-being.
- ☐ Demonstrate a professional level of knowledge about the curriculum and the skills and judgment required to apply this knowledge effectively.
- ☐ Demonstrate and support a repertoire of instructional strategies and methods that are applied in teaching activities.
- ☐ Carry out professional responsibilities for student assessment and evaluation.
- ☐ Reflect upon the goals and experience of professional practice and adapt one's teaching accordingly.
- ☐ Work with colleagues in mutually supportive ways and develop effective professional relationships with members of the educational community.
- ☐ Conduct all professional relationships in ways that are consistent with principles of equity, fairness and respect for others.

DETAILS OF THE BEHAVIOUR BEING REPORTED

Provide a clear and detailed description of the conduct that is being reported. Additional pages may be attached if necessary. **The Employer's Notice will be shared with the Registered teacher. If the PCC orders an investigation, the first step will be to have the educator submit their response to the events described within this form.**

Documents

If your concern is related to inappropriate use of social media, please include screenshots of the social media posts/content.

If the PCC orders an investigation into the matter, all documentation relevant to the reported conduct will be requested.

Signature

Date Signed

Submit completed form (and any supporting documentation) to:

Via Email:

Registrar@sptrb.ca

Via Mail:

Professional Conduct Committee
Saskatchewan Professional Teachers Regulatory Board
c/o Registrar
204 – 3775 Pasqua Street
Regina, SK S4S 6W8