



*Policy For The
Provision Of Assistance
To Members
And
Local Management Associations
Revised February 12, 2007*



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Policy For The Provision Of Assistance To Members And *Local Management Associations*

Preamble

Recognizing that:

- a) Administrators can provide a valued service to their educational communities, thus ensuring the most appropriate education to the students, when they work in an atmosphere of trust and confidence,
- b) The local and provincial associations have a responsibility to support the development and maintenance of such a working atmosphere on behalf of its members and Local Management Associations,

The Association of Administrators of English Schools of Quebec ¹ (AAESQ), in close collaboration with the Local Management Associations (“L.M.A.”) of the English School Boards of the Province of Quebec, have developed a policy to assist members who may experience particular difficulties.

To provide this support the AAESQ needs to recognize its own expertise and to develop a sense of responsibility both at the “L.M.A.” and at the AAESQ levels. Within the AAESQ we need to be able to give advice and support when an individual or his/her “L.M.A.” is in need. The AAESQ must also recognize that it may be required to seek assistance to fulfill these objectives.

¹ Regulation Montréal respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l'île de, (Regulation), C.T.203162, 2005-12-13, Article 1, Education Act (R.S.Q., c. I-13.3, s. 451)

Assistance For Members and Local Management Associations

It is the responsibility of the AAESQ to represent the interests of the members and the "L.M.A." at the provincial government level. To this end it will develop policies and / or procedures to assist individuals and to assure the protection of their rights. It shall also, by means of committees with specific mandates, and through the Executive Committee and Board of Directors of the AAESQ, determine the appropriate structures for the resolution of potential situations. To this end, the AAESQ may also call on the expertise of the Quebec English School Boards Association (QESBA), the Association of the Directors General of English School Boards of Quebec (ADGESBQ), the Ministère de l'Éducation, du Loisirs et du Sport (MELS) or any other parties and / or associations.

The AAESQ is committed to giving the most appropriate solutions and the most supportive actions to its members. With this principle in mind, the following procedures are recommended as appropriate in the resolution of most situations:

1. It is expected that an administrator ² experiencing difficulties will seek advice and support of colleagues, especially with their L.M.A. A member may also seek the advice of the Executive Director and / or the Executive Assistant of the AAESQ. Collegial responsibility would require that an administrator offer appropriate assistance to a peer when he/she is made aware of the situation. This assistance could include some of the following:
 - a) moral support / guidance,
 - b) information on employee support programs,
 - c) personal counseling,
 - d) interceding in a conflict,
 - e) such other assistance as may be deemed appropriate.

² Regulation Montréal respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l'île de, (Regulation), C.T.203162, 2005-12-13, Article 1, Education Act (R.S.Q., c. I-13.3, s. 451)

2. Should further assistance be required, the “L.M.A.” can intervene on behalf of the individual, in conformity with the Local Management Policy “L.M.P.”³
3. If the L.M.A. cannot resolve the situation at the local level then it may request an intervention at the provincial association level, namely the Executive Committee of the AAESQ.

Criteria for Assistance

1. The administrator requesting assistance must be an active member in good standing of both the “L.M.A.” and the AAESQ.
2. Support will be considered only for events directly related to a member’s normal duties as outlined in the person’s job description both at the school board⁴ and / or in the Regulation⁵. Excluded shall be cases involving management decisions whose defense, in the opinion of the Executive Committee of the AAESQ, is properly the responsibility of the School Board(s) by whom the administrator is employed. If the school board, in the opinion of the member, does not provide support then the member should contact the AAESQ for further advice.
3. In order to obtain assistance in the case of a “disciplinary measure”⁶ or “dismissal”⁷ or any other action for which there is provision as per the Local Committee⁸ and Appeals Committee⁹ of the Regulation, the administrator concerned must within the time limits specified, proceed according to the provisions of the Regulation.

³ Regulation Montréal respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l’île de, (Regulation), C.T.203162, 2005-12-13, Articles 194 to 196 and / or 275 to 277, Education Act (R.S.Q., c. I-13.3, s. 451)

⁴ Regulation Montréal respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l’île de, (Regulation), C.T.203162, 2005-12-13, Education Act (R.S.Q., c. I-13.3, s. 451)

⁵ Regulation Montréal respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l’île de, (Regulation), C.T.203162, 2005-12-13, Article 1, Education Act (R.S.Q., c. I-13.3, s. 451)

⁶ Regulation Montréal respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l’île de, (Regulation), C.T.203162, 2005-12-13, Articles 30 and 49, Education Act (R.S.Q., c. I-13.3, s. 451)

⁷ Regulation Montréal respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l’île de, (Regulation), C.T.203162, 2005-12-13, Article 253, Education Act (R.S.Q., c. I-13.3, s. 451)

⁸ Regulation Montréal respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l’île de, (Regulation), C.T.203162, 2005-12-13, Articles 173 to 176 and / or 254 to 257, Education Act (R.S.Q., c. I-13.3, s. 451)

⁹ Regulation Montréal respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l’île de, (Regulation), C.T.203162, 2005-12-13, Articles 177 to 192 and / or 258 to 273, Education Act (R.S.Q., c. I-13.3, s. 451)

Procedures for Assistance

1. In the event that a member is of the opinion that assistance may be required, the member notifies his / her "L.M.A." in writing that assistance may be necessary giving preliminary information.
2. In reviewing the situation to determine whether or not to support the request, the "L.M.A." may seek the advice of the Executive Director and / or the Executive Assistant of the AAESQ. The "L.M.A." supplies any additional information or comments it may have concerning the request for assistance. At the same time the "L.M.A." must confirm that all the provisions of the Local Management Policy ("L.M.P.")¹⁰ between the senior staff and their school board have been followed.
3. If the "L.M.A." can resolve the situation, then any costs incurred at this point will be assumed by the "L.M.A."
4. If the "L.M.A." cannot resolve the situation at the local level then the "L.M.A." may, after ensuring that all the provisions of the "L.M.P." between the senior staff and their school board have been respected, refer the matter to the AAESQ. The L.M.A. will direct its request for assistance to the Executive Director of the AAESQ and supply that person with a summary of the past interventions taken by the individual and the "L.M.A." The Executive Director will provide any pertinent information that the AAESQ possesses and may also refer the problem to the appropriate committee and / or sub-committee for consideration and study. The Executive Director and / or the Executive Assistant of the AAESQ will review the request to see that procedural details have been followed and that due process has been exercised. The purpose of their actions is to facilitate the finding of appropriate solutions and to advise the member and his / her "L.M.A." The Executive Director and / or the Executive Assistant of the AAESQ may consult other individuals to help resolve the situation.
5. In the event that a "L.M.A." refuses a member's request the member may appeal directly to the Executive Committee of the AAESQ for assistance by writing to the Executive Director of the AAESQ.
6. The Executive Committee of the AAESQ shall review the information in relation to the Assistance Policy criteria and procedures and shall determine the eligibility of the member for assistance. In helping to make its decision the Executive Committee of the AAESQ may refer the request to the Board of

¹⁰ Regulation Montréal respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l'île de, (Regulation), C.T.203162, 2005-'12-13, Articles 194 and / or 275 to 277, Education Act (R.S.Q., c. 1-13.3, s. 451)

Directors of the AAESQ for consideration and a recommendation as to whether or not to grant the request.

7. If the request is accepted, the Executive Committee of AAESQ shall notify the member and the "L.M.A."
8. In the event that the request for assistance is refused the Executive Committee of the AAESQ shall notify the member and the "L.M.A." The member and / or the "L.M.A." may appeal a refusal for support by the Executive Committee of the AAESQ to the Board of Directors of the AAESQ whose decision shall be binding.
9. Requests for referral to the "Local Committee and Appeals Committees" of the Regulation are required in the appropriate form and within the time delay provided in the Regulation Respecting Certain Conditions Of Employment Of Senior Staff Of School Boards And Of The Comité de Gestion De L'île De Montréal (Regulation).
10. If legal and / or financial assistance is required in the resolution of a particular situation, then the AAESQ Legal Assistance Policy will come into effect.

Summary of the acronyms

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|---|------------|
| Association of Administrators of English Schools of Quebec | AAESQ |
| Association of Directors General of English School Boards of Quebec..... | ADGESBQ |
| Local Management Associations | LMA |
| Local Management Policy..... | LMP |
| Ministère de l'Éducation, du Loisirs et du Sport | MELS |
| Quebec English School Boards Association | QESBA |
| Regulation Montréal respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l'île de,(Regulation), C.T.203162, 2005-12-13, Article 1, Education Act (R.S.Q., c. 1-13.3, s. 451)..... | REGULATION |

Summary of the footnotes

¹ Regulation respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l'île de Montréal,(Regulation), C.T.203162, 2005-'12-13, Article 1, Education Act (R.S.Q., c. I-13.3, s. 451)

² Regulation Montréal respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l'île de,(Regulation), C.T.203162, 2005-'12-13, Article 1, Education Act (R.S.Q., c. I-13.3, s. 451)

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⁵ Regulation respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l'île de Montréal,(Regulation), C.T.203162, 2005-'12-13, Article 1, Education Act (R.S.Q., c. I-13.3, s. 451)

⁶ Regulation respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l'île de Montréal,(Regulation), C.T.203162, 2005-'12-13, Articles 30 and 49, Education Act (R.S.Q., c. I-13.3, s. 451)

⁷ Regulation Montréal respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l'île de,(Regulation), C.T.203162, 2005-'12-13, Article 253, Education Act (R.S.Q., c. I-13.3, s. 451)

⁸ Regulation Montréal respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l'île de,(Regulation), C.T.203162, 2005-'12-13, Articles 173 to 176 and / or 254 to 257, Education Act (R.S.Q., c. I-13.3, s. 451)

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¹⁰ Regulation respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l'île de Montréal,(Regulation), C.T.203162, 2005-'12-13, Articles 194 to 196 and / or 275 to 277, Education Act (R.S.Q., c. I-13.3, s. 451)