REQUESTS FOR RELEASE FROM CONTRACTS
(PROFESSIONAL EDUCATORS)

Background

The Division is committed to high standards of integrity, and will honour all contracts of employment it enters with its employees. Reciprocally, the Division expects its employees to honour all contractual agreements.

The Division realizes that unforeseen situations and emergencies may require that an employee under contract request to be released from contract prior to the established due date.

Procedures

1. All parties concerned are to make choices that will garner the greatest benefit for students.

2. Should an employee feel compelled to request that the Division release her/him from the existing contract of employment he/she is to do so by telephone or in person, and in writing, as soon as possible.

3. In all early release situations cited above, employees are requested to submit a Letter of Request for Release From Contract, rather than a Letter of Resignation.

In particular reference to members of the Saskatchewan Teachers' Federation who might seek release from a contract, the Letter of Request for Release From Contract is preferred by the Board. Alternately a Letter of Resignation, to come into effect before June 30, could allow the Board to appeal the termination of contract under provision of Sections 217-227 (inclusive) of the Education Act.

4. Employees who request release from contract will be asked by their Superintendent of Education to remain in their positions until a suitable replacement can be engaged.

5. All letters of request for release from contract are to include the reasons for the request.

6. Employees who break contract run the risk of receiving a letter of reprimand and having a copy of the letter inserted into their personnel file.

7. The Division may consider charging a percentage of the recruiting costs to fill the position.

Reference: Sections 85, 87, 108, 109, 211, 212, 217, 218, 219, 220, 221, 222, 223, 224, 225,226, 227
            Education Act
            Labour Standards Act
        Collective Agreements