



PELORUS COMMUNITY PRESCHOOL

Dismissal and Summary Dismissal Procedure

Education [Early Childhood Services] Regulations 2008 (and its Amendments): Regulation 47

Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion GMA7

Rationale

The Board of Pelorus Community Preschool support the employees, children and family/whānau within the preschool environment by ensuring a fair and consistent process where misconduct, serious misconduct or disciplinary matters have arisen.

The purpose of this procedure is to ensure that all parties are treated fairly and consistently in accordance with their Employment Rights.

An Employer may dismiss an Employee without notice, called summary dismissal, for serious misconduct after following a fair process.

NB: The Collective Agreement will cite examples of what constitutes misconduct and serious misconduct.

Dismissal and Summary Dismissal Process

1. The Employer will provide the Employee with information about the concern and the seriousness of it.
2. The Employer will arrange a formal meeting with the employee.
3. The Employer will provide the Employee with
 - a. an opportunity to take advice before the meeting,
 - b. be represented at the meeting, and;
 - c. provide the Employee a proper opportunity to respond to the concern before any decision to dismiss is made.
4. The decision will be confirmed in writing.
5. Where dismissal is not summary, the dismissal will be on notice.

Licensing Criteria

Suitable human resource management practices are implemented (GMA7).

Adopted: February 2010
Review Date: February 2011
Updated: November 2010
Reviewed: February 2013
Review: February 2015
Reviewed: April 2015
Review Date: April 2017