



SPTRB COMPLAINT PROCESS

INFORMATION FOR TEACHERS | SEPTEMBER 2022

1. When a complaint is received by the SPTRB against a registered teacher, it is presented to the Professional Conduct Committee.
2. SPTRB staff informs the registered teacher.
The teacher receives:
 - A copy of the complaint.
 - An explanation of the process going forward.
 - Possible outcomes following review by the Professional Conduct Committee.
 - A reminder about the right to seek support from a third party (such as the STF or legal counsel).The registered teacher is required to submit a written response to the complaint within 20 business days.
3. The SPTRB Professional Conduct Committee determines if it has the authority and jurisdiction to investigate. The complaint must indicate the misconduct or incompetence as defined in *The Registered Teachers Act* and the *Regulatory Bylaws of the Saskatchewan Professional Teachers Regulatory Board*.
Upon review and consideration, the Committee may choose to not investigate the matter or to order an investigation.
4. If it moves to investigation:
 - The complaint may be investigated by SPTRB staff or a contracted investigator.
 - The investigation will include an interview with the complainant, the registered teacher and any other witnesses identified by either the complainant or the teacher.
 - When examining the facts of the case using the investigative report, the Committee's threshold of consideration is on a balance of probabilities – in other words, based on the facts of the case, is it more likely than not that the misconduct or incompetence occurred?
 - The investigator will submit a written report to the Committee of their investigative findings.

The Saskatchewan Professional Teachers Regulatory Board began operating in 2015 and is responsible for certification, registration and discipline that raises the question about professional misconduct and/or incompetence.

The Saskatchewan Teachers' Federation is still responsible for processing complaints related to conduct or practice in breach of the Code of Professional Ethics and/or Standards of Practice. The STF Professional Complaints Committee reviews initial complaints and preliminary investigations, and recommends next steps. If the complaint raises a question about professional misconduct or incompetence, the next step is referral to the Saskatchewan Professional Teachers Regulatory Board.

We strongly encourage teachers to contact the Federation if the SPTRB contacts you in any manner regarding a complaint.

5. Results of Investigation:

- a) No further action.
- b) The matter is referred to a Consensual Complaint Resolution Agreement.
 - A CCRA is a process by which the registered teacher admits to having committed misconduct or incompetence and consents to taking measure to rectify the situation.
 - Cases referred to consent resolution must be resolved to the satisfaction of the complainant, the teacher and the Committee. The CCRA is posted on the SPTRB's website.
 - When an agreement **does not include suspension or cancellation of a teacher's certificate** the registrar will redact all personal information two years after all terms of the agreement are satisfied.
 - When an agreement **includes suspension of a teacher's certificate** the teacher may request the registrar redact all personal information five years after all terms of the agreement are satisfied.
- (c) Recommendation for the Discipline Committee to hear a formal complaint.
 - A formal complaint submitted to the Discipline Committee consists of a charge or charges of professional misconduct or incompetence.
 - Formal complaints are made public on the SPTRB website by way of Notice of Hearing not less than two weeks prior to the hearing.
 - The hearing is public and all decisions of the Discipline Committee are noted on the SPTRB website.

The Federation does not receive notice from SPTRB when a complaint against a teacher has been filed. It is up to the teacher to contact the Federation for support and advice.

If you are contacted by the SPTRB about a complaint, contact STF Member Support at stf@stf.sk.ca or by telephone at 1-800-667-7762 or 306-373-1660.

Questions about the SPTRB complaint process?

Contact STF Member Support by email at stf@stf.sk.ca.

