



Section Three: Staff

“Together We Learn”

365 – EMPLOYEE DISCIPLINE

Introduction

The Board of Education recognizes that it may be necessary to discipline employees for improper conduct. The School Act, the Labour Relations Code and the collective agreements require that no employee covered by a collective agreement be dismissed, suspended or otherwise disciplined except for just and reasonable cause.

Policy

1. The Board believes that a policy for effective employee discipline will:
 - 1.1 create an atmosphere in which the district can fulfill its duty to provide educational services of benefit to students;
 - 1.2 promote positive relations between the Board, its officials and all employees.
2. The Board believes that discipline is a means of correcting or eliminating inappropriate conduct, and therefore directs management and supervisory staff to:
 - 2.1 administer discipline appropriate to the violation;
 - 2.2 recognize individual circumstances of the employee;
 - 2.3 employ a process of progressive discipline and remedial action
3. The Board authorizes management personnel to administer appropriate disciplinary action as in Table 1.
4. In the absence of the appropriate supervisor, authority is to be delegated to the next highest level.
5. Supervisors and principals shall consult with the Human Resources Department prior to administering disciplinary action.



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Table 1

	CUPE Members	COTA Members	MANAGEMENT
Informal verbal reprimand	The employee's immediate supervisor, provided that the supervisor is not a CUPE member, or the principal where the employee is carrying out assigned duties at the school.	The employee's principal or vice-principal (or other administrator where the employee is not school-based).	Superintendent or designate
Formal written reprimand	The employee's immediate supervisor, provided that the supervisor is not a CUPE member.	The employee's principal or vice-principal (or other administrator where the employee is not school-based).	Superintendent
Suspension without pay, up to and including five days	The employee's immediate supervisor, provided that the supervisor is not a member of CUPE.	The employee's principal or vice-principal (or other administrator where the employee is not school-based).	
Suspension without pay in excess of five days	The supervisor of the employee's immediate supervisor, upon the recommendation of the immediate supervisor.	The Director, upon the recommendation of the principal (or Superintendent where the employee is not school-based).	
Dismissal	The supervisor of the employee's immediate supervisor, upon the recommendation of the immediate supervisor.	By the Board, upon recommendation of the Superintendent, and in accordance with the collective agreement.	