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 shall 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 the Superintendent to ensure management and supervisory staff:

    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;
    2.4 consult with the Human Resources Department prior to administering disciplinary action.

Date Agreed: May 13, 1992
Date Amended: January 28, 1998

Date Reviewed/Amended: November 13, 2002
Date Amended: May 22, 2019
Related Documents: School Act Sec. 15, Labour Relations Code, Collective Agreements