

POLICIES AND PROCEDURES

POLICY: Discipline, Suspension and Dismissal -- All Staff

Date Approved: August 28, 2001

Last Reviewed: 2023-2024

Dates of Amendment: May 18, 2004; May 10, 2011; June 9, 2015; May 24, 2022; May 12, 2024

Cross Reference: [Appeal Procedures -- Non-Affiliated Staff](#)

GUIDING PRINCIPLE:

Employees shall behave in a manner consistent with an acceptable standard of behaviour and in accordance with applicable policies, procedures, rules and regulations of the Board.

POLICY:

1. An employee may be disciplined, suspended or dismissed by the Board for just cause.
2. Board employees who are under probation, as per their respective collective agreements, may be dismissed by Senior Administration or their Designate.
3. The Board delegates to Senior Administration the authority to suspend an employee, with or without pay.

ADMINISTRATIVE PROCEDURES:

1. Progressive Discipline:

- a. The normal pattern of disciplinary action will be outlined in each collective agreement or employee terms and conditions. Where disciplinary action is not outlined in an employee collective agreement or terms and conditions, discipline will be as follows; however, any of the steps may be omitted as a result of the seriousness of the offence:
 - i. Written reprimand;

POLICIES AND PROCEDURES

POLICY: Discipline, Suspension and Dismissal -- All Staff

- ii. Suspension; and
- iii. Dismissal

2. **Reprimand:**

- a. The situation which will lead to a written reprimand shall be discussed with the immediate supervisor and then confirmed in writing, stating the nature of the offence(s) or action(s) and what subsequent measures will be taken by the supervisor—should there be a recurrence of the offence(s) or action(s).

3. **Suspension:**

- a. An employee will be notified of a suspension in writing with a copy provided to the appropriate union or association representative.
- b. Suspension will be discussed with the appropriate Superintendent and the Superintendent of Human Resources, or Designate, prior to informing the employee, except in emergency situations. The suspension will be confirmed in writing to the employee stating the reasons for the circumstances leading to the suspension.

4. **Dismissal:**

- a. The final stage of progressive discipline is termination of employment. Dismissal will be discussed with the appropriate management officials and Senior Administration where applicable. Termination of employment with the Board may occur following an employee committing multiple violations of its policies, through the progression of disciplinary action or immediately following a severe violation.
- b. Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, the Board reserves the right to skip steps of the disciplinary process, and move straight to termination where necessary.

All written documentation about employee discipline that is shared with the employee shall be forwarded to Human Resources for inclusion in the employee's file in accordance with the collective agreement. Copies of written correspondence will be provided to the supervisor or Superintendent of the employee as required.

Any employee found to have violated this Policy shall be disciplined according to the severity of the

POLICIES AND PROCEDURES

POLICY: Discipline, Suspension and Dismissal -- All Staff

actions. Failure to comply with this Policy will result in disciplinary action, up to and including dismissal.