Employee Discipline Procedure

Purpose

The purpose of this Employee Discipline Policy is to provide guidelines for addressing instances of misconduct or performance issues in the workplace in a fair and consistent manner. This policy aims to maintain a positive work environment, promote accountability, and ensure adherence to ACA standards and policies as defined by the ACA Employee Code of Professional Ethics and Conduct.

Scope

This policy applies to all employees of Alberta Classical Academy, including full-time, part-time, temporary, and contract employees.

Principles

a. Fairness and Justice: All disciplinary actions will be conducted fairly and justly, without discrimination or favoritism;
b. Transparency: Employees will be informed of the specific reasons for disciplinary action and the consequences of their actions;
c. Progressive Discipline: Discipline will generally follow a progressive approach, escalating in severity with repeated infractions, but may vary depending on the seriousness of the offense;
d. Documentation: All instances of disciplinary action will be documented in writing and maintained in the employee's personnel file.

Types of Disciplinary Actions

a. Verbal Warning: A verbal warning may be issued for minor infractions or as an initial step in addressing misconduct. It serves as a notice to the employee that their behavior or performance is not meeting expectations;

b. Written Warning: A written warning will be issued for repeated instances of misconduct or for more serious offenses. It outlines the specific issue, expectations for improvement, and potential consequences of further violations;
c. Suspension: Suspension without pay may be imposed for significant violations of company policies or for behavior that disrupts the workplace. The duration of suspension will be determined based on the severity of the offense;
d. Termination: Termination of employment may result from continued misconduct, gross misconduct, or failure to improve despite prior disciplinary actions. Termination decisions will be made in accordance with company policies and applicable employment laws.

Disciplinary Procedure/Process

a. Investigation: Prior to imposing disciplinary action, a thorough investigation will be conducted to gather relevant facts and evidence;
b. Notification: The employee will be notified of the alleged misconduct or performance issues and given an opportunity to provide their perspective;
c. Disciplinary Action: Based on the investigation findings and the severity of the offense, appropriate disciplinary action will be determined by management;
d. Appeal Process: Employees have the right to appeal disciplinary decisions through the company's established grievance procedure.

Confidentiality

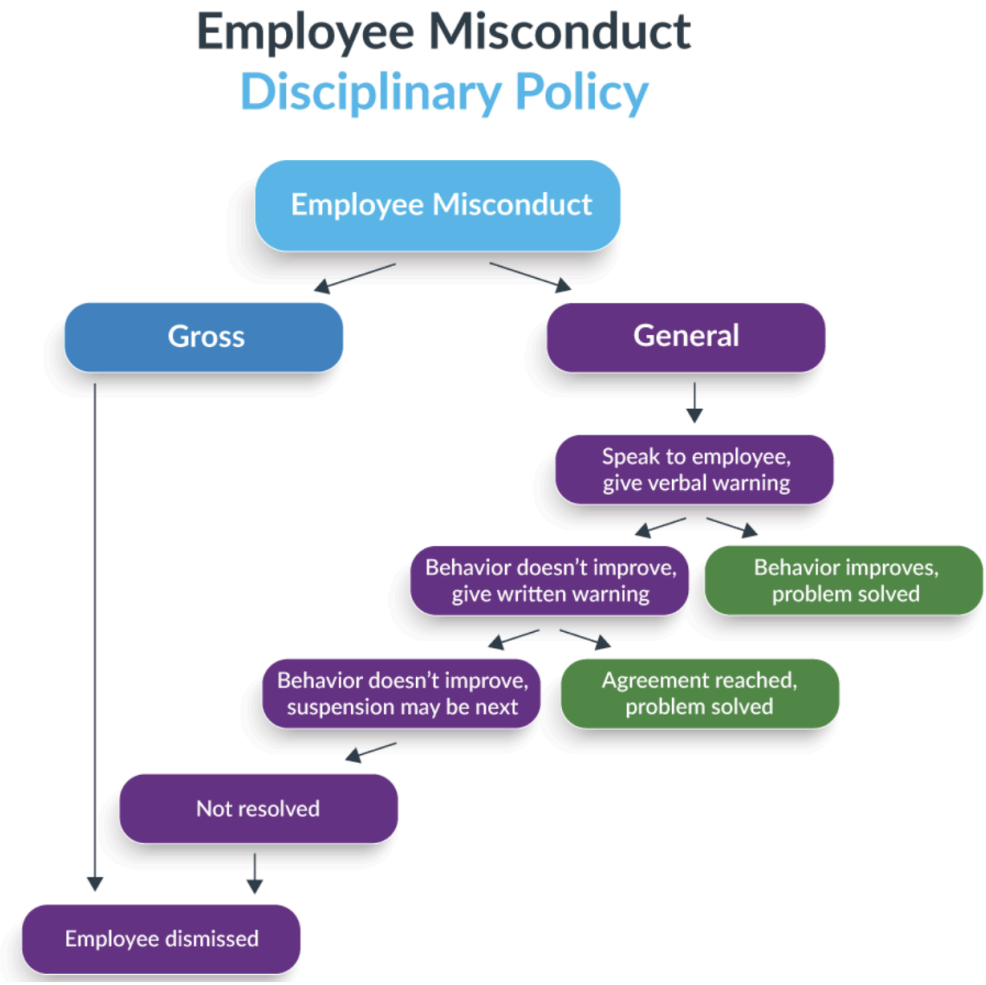
All disciplinary matters will be treated with confidentiality to the extent possible, respecting the privacy of both the employee and the company.

Review and Modification

This policy will be periodically reviewed to ensure its effectiveness and compliance with relevant laws and regulations. Modifications may be made as necessary with approval from senior management.

By adhering to this Employee Discipline Policy, we aim to maintain a productive and respectful workplace environment for all employees.

ACA Employee Discipline Procedure: Flowchart



Effective Date: August 19, 2024.