

**1. Purpose:**

The administrative procedure will ensure that Principals and Managers are aware of the steps required in the discipline procedure. These steps will be done in accordance with the appropriate Collective Agreement or Terms and Conditions.

**2. Progressive Discipline**

The normal pattern of disciplinary action will be as follows:

- a) Written reprimand;
- b) Suspension; and
- c) Dismissal

It is understood that any of the above steps may be omitted, depending on the severity or seriousness of the offence.

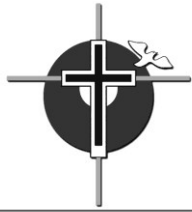
**3. Inappropriate Behaviour of Staff:**

In cases of alleged inappropriate behaviour, the staff member will have an opportunity to meet with the administration to be informed of the allegations and the relevant background material, and to respond to the allegations. Unionized staff shall have the right to union representation when disciplinary action is taken.

**4. Management Investigation and Sharing of Findings:**

Whenever allegations of inappropriate behavior, including issues of criminal conduct arise, management has an obligation to carry out a complete investigation before considering any discipline which might be imposed. An effort will be made to complete this investigation in a timely fashion. It may not be possible for an investigation to occur immediately where Children's Aid Society and/or Police are involved. Consultation by the Principal with the appropriate Superintendent before proceeding is required.

In matters which may also involve the Children's Aid Society and/or Police investigation, consultation and coordination of the investigation should occur through the Superintendent of Human Resources to ensure that appropriate protocols are followed. (It is noted that there may be circumstances which require the removal of the employee from their assignment during the investigation process).



## 5. Reprimand

The situation which led 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 management, should there be a recurrence of the offence(s) or action(s). Principals and Managers will consult with the Superintendent of Human Resources, who will write the letter of reprimand. Copies of the written reprimand will be provided to the supervisor, the Superintendent, the appropriate Association, where applicable, and to the Human Resources department for inclusion in the employee's file.

## 6. Suspension

Suspension will be discussed with the appropriate Superintendent and the Superintendent of Human Resources, prior to informing the employee, except in emergency situations. The suspension will be confirmed in writing to the employee by the supervisor, stating the reasons for the circumstances leading to the suspension. Copies of the written suspension will be provided to the supervisor, the Superintendent, the appropriate Association, where applicable, as well as to the Human Resources Department for inclusion in the employee's file.

## 7. Dismissals

A Superintendent, Principal, Vice-Principal, Teacher or Early Childhood Educator can only be dismissed by Board resolution, in accordance with the following procedure:

- i) Written notice will be given to the employee that a recommendation for dismissal/termination is to be presented to the Board.
- ii) In the Committee of the Whole (“in camera”) session of the Board, the Superintendent of Human Resources will present material and submissions supporting the recommendation.
- iii) The Board of Trustees will deliberate and vote on the motion “in camera.”
- iv) The employee will be advised in writing of the Board's decision.

The Director of Education will make the final decision regarding dismissal of any other employee.