

REGULATIONS

SUBJECT: Employee Discipline
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1. A supervisor must consult with the Manager of Human Resources and the appropriate Superintendent prior to disciplining an employee.
2. When a supervisor concludes, after consultation with the appropriate Superintendent of Education and Manager of Human Resources, that an employee has demonstrated an instance of poor judgement, a letter shall be placed in the employee's personnel file.
3. The letter shall include:
 - a. A clear, concise description of the event(s) which occurred including an outline of the investigation which was conducted.
 - b. A statement of the consequence imposed
 - c. A clear statement of expectations of future behaviour
 - d. A statement describing the consequences, up to and including dismissal, which will result if the expectations are not met.
4. A supervisor will inform the employee that the letter is being produced.
5. A supervisor will provide the employee a copy of the letter with a Federation/Union representative present. Copies of the letter will also be forwarded to the Superintendent and the employee's personnel file.
6. The letter will be subject to the terms and conditions of the collective agreement.

Implementation Date: June 22, 1999
Revised: June 27, 2000, March 29, 2005, September 28, 2010

Reference: Board Policy and Regulations