



REGULATIONS

SUBJECT: Employee Discipline

1. A supervisor must consult with the Manager of Human Resources and/or the Superintendent of Human Resources prior to disciplining an employee.
2. When it is determined that a disciplinary letter is appropriate, 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.
3. The 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 Union, Superintendent and the employee's personnel file. If a disciplinary letter for a teacher include a suspension, a copy of the letter will be forwarded to the Ontario College of Teachers by the Manager of Human Resources.
4. The letter will be subject to the terms and conditions of the respective collective agreement.

Implementation Date: June 22, 1999

Revised: June 27, 2000, March 29, 2005, September 28, 2010,
May 23, 2017

Reference: LKDSB Policy and Regulations