



PROCEDURE FOR STAFF DISCIPLINE

The disciplinary process involves any breach of the Code of Conduct and the resolution of problems, difficulties or conflicts between the Board and its employees. This recognises that it is in the interests of all parties to identify problems associated with performance or behaviour, and to implement a process of resolution that is prompt, consistent and fair. These procedures should be initiated only when other less formal approaches have failed.

The St Michael's Church School Board is committed to ensuring that the disciplinary procedures are fair. The following actions will be effected sequentially:

1. The employee must be informed by the Principal of the specific behaviour or performance that is causing concern, and be given a reasonable opportunity to provide an explanation, either verbally or in writing.
2. No disciplinary procedure shall proceed without the Chairman of the Board having been informed.
3. The employee must be told of their right to request union, legal or other assistance and/or representation.
4. The Board will undertake an appropriate investigation before any substantive disciplinary action is commenced.
5. The employee must be told, where appropriate, of the action that is required to amend or improve their behaviour or performance, and be given a reasonable opportunity to do so.
6. A verbal warning would usually precede a written warning, depending on the seriousness of the misconduct. The fact that a verbal warning was given, and the nature of it, will be recorded on the employee's personal file.
7. Where the alleged behaviour relates to the safety, health or wellbeing of any student or other staff member and suspension of employment pending investigation is being considered, the employee will be given, by the Board executive, an opportunity to be heard before such decision is made.
8. Any disciplinary process and its results will be recorded in writing and will be read and signed by the employee before being placed on their personal file. No disciplinary papers will go on an employee's file unless they have seen them, or have been given a genuine opportunity to see them and have failed or refused to take such opportunity.
9. If an employee is not satisfied with the disciplinary action taken, they have the right to pursue a personal grievance. This procedure is outlined in their employment agreement.

CONCLUSION:

In general, disciplinary procedures would occur along the following lines:

1. Verbal warning. This may also involve collegial discussion and a recommendation for counselling and / or professional development;
2. First written warning;
3. Second written warning;
4. Dismissal