

EMPLOYEE DISCIPLINE PROCEDURESGENERAL STATEMENT:

Turtle Mountain School Division expects all employees to be conscientious, motivated by self-respect and professionalism. It dictates that they conduct themselves in a professional manner and perform satisfactorily on the job. In those situations where an employee conducts himself or herself in an unsatisfactory manner, the Division has a responsibility to take corrective action.

The disciplinary procedure attempts to correct the cause of unsatisfactory behaviour or unsatisfactory job performance, where possible. Remedial efforts of the Division and the degree of discipline imposed will be reasonable and be commensurate with the severity of the issue at hand. Each step in the disciplinary procedure serves to attempt to stop the unsatisfactory behaviour/performance and to increase awareness that continuing the behaviour in question would ultimately lead to dismissal.

Turtle Mountain School Division policy and procedure does not in any way prevent the employee from exercising rights covered under his/her Collective Agreement.

PROCEDURE:1. Intent:

Intent of the disciplinary procedure is to provide supervisors with a framework in which to communicate fairly, clearly and consistently with staff members in the event of work related problems. Management rights must be exercised fairly and in accordance with the policies of Turtle Mountain School Division. No employee will be disciplined, except for just cause.

2. Responsibilities of the Supervisor:

It is the responsibility of the supervisor to:

- a) Discuss problems/difficulties with staff members and seek constructive ways of addressing them.
- b) Address performance and disciplinary problems in a consistent and *timely manner* and with due respect to the staff member.
- c) All issues must be researched/investigated and documented thoroughly. Issues may go to the grievance process and documented notes will assist the supervisor in ensuring that facts don't get blurred over time and that management can be objective as possible.

3. Progressive Discipline:

The tenants of progressive discipline are as follows:

- Verbal warning
- Written warning
- Suspension
- Dismissal

Discipline administered by a supervisor should be commensurate with the circumstances warranting discipline. Discipline may begin at any step in the procedure depending on the serious of the

circumstance. The supervisor may repeat either of the first steps of the procedure described below when it is deemed to be necessary:

The supervisor should consult the appropriate senior administrator if there is any doubt as to the procedure to be followed.

4. Supervision Actions:

- i) For a minor concern(s), the employee shall be given a verbal warning outlining the nature of the concern(s). Anecdotal notes of these warnings must be kept by the immediate supervisor.
- ii) If a verbal warning fails to resolve the problem(s) within a reasonable length of time, if circumstances warrant, a written warning shall be given to the employee outlining the details of the concern(s). The principal/immediate supervisor will discuss the document with the employee and forward a copy to the Division Board Office, if appropriate. The appropriate senior administrator will place the copy in the employee's personnel file.
- iii) If written warnings fail to resolve the problem(s) within a reasonable length of time, if circumstances warrant, suspension or dismissal will be considered. Such action must involve the senior administrator. Termination of an individual's employment or employment contract may be made only by the Board of Trustees.

Where disciplinary action results in the suspension with or without pay of an employee, the appropriate senior administrator shall notify the employee, in writing, of the action taken. The Board shall also be informed of the suspension at the next meeting.

Where disciplinary action results in a recommendation to the Board for the termination of an employee's employment, he/she shall be given an opportunity to appear before the Board prior to the Board making a decision regarding the recommendation.

5. Authority to Discipline:

The Board delegates to the following positions the authority to act as its agent or designate in taking disciplinary action with employees.

<u>POSITION</u>	<u>DISCIPLINARY ACTIONS</u> <u>DELEGATED</u>
Superintendent	A, B, C, D
Secretary-Treasurer	A, B, C, D
Coordinator of Student Services	C, D
Principal and Vice-Principal	C, D
Supervisor of Buildings and Maintenance	C, D
Transportation Supervisor	C, D

DEFINITIONS

- A – Suspension with or without pay
- B – Written warning including threat of suspension or dismissal
- C – Written warning excluding threat of suspension or discharge
- D – Verbal warning