



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: June 14, 2001
Amended: May 10, 2011
Amended: February 24, 2015
Amended: February 28, 2017

403.3 Employee Discipline

Policy

The Board delegates to the Superintendent the authority to discipline an employee in accordance with the School Act, applicable provincial and federal statutes and within the provisions of employee collective agreements.

Regulations

1. In the event an employee is alleged to be guilty of misconduct, neglecting assigned duties, or refusing to obey Board policies or direction, an immediate investigation shall be conducted.
 - 1.1. Offenses of a more serious nature, including those involving possible charges under the Criminal Code of Canada or suspension of the employee, shall be investigated by the Superintendent or designate.
 - 1.2. Offenses of a less serious nature shall be investigated by the employee's immediate supervisor.
2. Should an employee be determined guilty as a result of an investigation under Regulation 1, one or more of the following disciplinary actions shall be administered:
 - 2.1. a verbal reprimand;
 - 2.2. a written reprimand;
 - 2.3. a reassignment or suspension from duty; or
 - 2.4. a recommendation for termination of employment.

Teaching Staff

3. When the Superintendent determines that sufficient cause exists that the services of a teacher be suspended or terminated, the Superintendent will:
 - 3.1. follow procedures set forth in the School Act.
 - 3.2. provide the teacher with a written statement that:
 - 3.2.1. outlines the reasons for the recommendation;
 - 3.2.2. informs the teacher of the teacher's rights to be heard by the decision maker, the Superintendent, who has been delegated the authority to suspend and/or terminate the services of a teacher in accordance with the School Act;
 - 3.2.3. and

Policy



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403.3 Employee Discipline, cont'd

- 3.2.2. informs the teacher of the teacher's rights to be represented by the Alberta Teachers Association and/or legal counsel to review the matter with the Superintendent.
4. Teachers who are disciplined by school or District administration may appeal such action in accordance with District policy and/or within the provisions of their collective agreement.
5. Any written record of disciplinary action may only be removed from the teacher's personnel record upon the recommendation of the Superintendent.

Support Staff

6. When the Superintendent or designate determines that sufficient cause exists that a non-teaching staff member's services be suspended or terminated, the Superintendent or Associate Superintendent, Human Resources shall inform the employee of the suspension or termination in writing.
7. Non-teaching employees who are disciplined by the Superintendent or designate may appeal such action in accordance with District policy and/or within the provisions of their employee collective agreements.
8. Any written record of disciplinary action may only be removed from the employee's personnel record upon the recommendation of the Superintendent or designate.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy

References

Alberta School Act:	Sections 105,106,107, 109, 109.1
Other:	Alberta Labour Relations Code, Criminal Code of Canada, Employment Standards Act
District Policies:	400.2 Employee Code of Conduct 402.8.1 Harassment and Discrimination 402.11.1 Teacher Growth, Supervision, and Evaluation 402.11.2 Support Staff Growth, Supervision, and Evaluation 600.1 Guiding Principles for Educational Programming in Schools 607.4 Responsible Use of Technology 1003.1 Channels of Communication
Other:	Employee Collective Agreements, ATA Declaration of Rights and Responsibilities for Teachers