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403.3 Employee Discipline

Policy

The Board has high expectations for employee conduct. When employee conduct falls below expectations, the Board is committed to addressing these situations appropriately.

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 that an employee is alleged to have engaged in conduct that is inconsistent with Division expectations, the following principles will guide the response:
 - 1.1. The process used to investigate alleged misconduct, shall be fair, thorough, and to the greatest extent possible in the context, confidential.
 - 1.2. If it is determined that the alleged misconduct requires a disciplinary response, the following principles will be considered:
 - 1.2.1 Progressive discipline - progressive discipline is a disciplinary process where the response becomes increasingly formal and severe. Every step in a progressive discipline process does not have to be followed. The disciplinary action enacted will depend on the context and the severity of the concern. The disciplinary response must be proportional.
 - 1.2.2 Proportional response - severity of the misconduct is directly related to the severity of the response. The greater the severity of the misconduct, the greater the severity of the response.
2. Reasoned professional judgement must be applied to situations of alleged misconduct and subsequent disciplinary response.
3. Prior to engaging in formal discipline processes, supervisors must consult with the Human Resource Department.
4. Employees who are disciplined Division may appeal such action in accordance with Division policy, processes and/or within the provisions of their collective agreement.

5. Any written record of disciplinary action may only be removed from the employee's personnel record upon the recommendation of the Superintendent.

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

References

Alberta Education Act:	Sections 105,106,107, 109, 109 (1)
Other:	Alberta Labour Relations Code, Criminal Code of Canada, Employment Standards Act
Division 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 and Disputes Resolution
Other:	Employee Collective Agreements, ATA Declaration of Rights and Responsibilities for Teachers