

## **DISCIPLINE, SUSPENSION AND DISMISSAL OF SUPPORT STAFF**

Whenever it is necessary to discipline, suspend or recommend an employee for dismissal, the administrator/supervisor will, upon request, provide the employee with written documentation of the reasons supporting the decision. Thus, whenever a principal or other administrator charged with the supervision of an employee finds it necessary to reprimand an individual for a reason that may lead to dismissal, the following steps shall be taken:

- The administrator/supervisor will bring the matter in writing to the attention of the employee involved and make a reasonable effort to assist the employee to correct whatever appears to be the cause for concern.
- Except in those cases warranting immediate suspension or dismissal, allow reasonable time for improvement.
- If the employee fails to meet expectations, follow up with a final written statement of failure to meet expectations.

### **Discipline for Unlawful Behaviour Involving a Child**

If an employee is suspended, terminated, or resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, in addition to notifying the Winnipeg Police Service, the Superintendent is responsible to immediately notify the Minister of Education, and to provide any information requested by the Minister or designate concerning the circumstances of the suspension, termination, or resignation. The Superintendent will also notify the employee that information concerning the change in employment status is being forwarded to the Minister.

### **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:

#### **POSTION**

#### **DISCIPLINARY ACTIONS DELEGATED**

Superintendent	A, B, C, D
Assistant Superintendents	B, C, D
Chief Human Resources Officer	B, C, D

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Secretary -Treasurer	B, C, D
Associate Secretary-Treasurer	B, C, D
Principal and Vice-Principals	C, D
Director of Facilities & Operations	C, D
Associate Director, Facilities & Operations	C, D
Director of Transportation	C, D
Director, International Student Programs	C, D
Director, Information Technology	C, D

Definitions:

- A - Suspension, with or without pay.
- B - Written Warning, including threat of suspension or discharge.
- C - Written Warning, excluding threat of suspension or discharge.
- D - Verbal Warning.

Individual circumstances will determine the disciplinary action to be taken and the appropriate position to administer the action.

Suspensions of employees shall be reported to the Chairperson of the Human Resources and Policy Committee as soon as possible, and at the earliest opportunity to the Human Resources and Policy Committee, and the Board for information purposes in confidence at the next meeting.

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