

Each employee is expected to perform the duties and responsibilities required to fulfill the position for which the person is employed. In the event that an employee fails to meet these expectations, the Board requires the Superintendent and/or designate to initiate corrective action designed to restore a desirable level of productivity.

1. The following activities or circumstances may lead to a progressive discipline process:
 - 1.1 Failure to perform or neglect of duty
 - 1.2 Insubordination
 - 1.3 Improper or unprofessional conduct
 - 1.4 Activities or attitudes that negatively impact the school's or department's ability to achieve its legitimate goals.
2. Suspensions and termination of contracts of certificated staff members shall be made in accordance with the provisions of the *School Act* and Policy 11 Delegation of Authority.
3. Suspension/Termination – Misuse of System Property

The Board stresses the importance of proper vehicle maintenance and repair and reserves the right to suspend any employee abusing school system vehicles or equipment, or those employees involved in vehicle or machine accidents which were caused through negligence or incompetence.

Discipline, Suspension and Termination of Uncertificated Staff

When applying disciplinary action, the Superintendent or designate shall attempt to adhere to the following principles:

1. Every employee has the right to be made aware of the expectations not fulfilled.
2. Corrective action is to normally proceed along the following sequence of events until the desired change occurs:
 - 2.1 A verbal or written communication from the supervisor to the employee of the unfulfilled expectations, and an identification of the expected change.
 - 2.2 A written reprimand from the supervisor, or Superintendent or Superintendent's designate, outlining deficiencies and clarifying expected behavior changes.
 - 2.3 A notice of suspension or termination of employment signed by the Superintendent or Superintendent's designate.
3. Verbal reprimands will be documented and stored by the supervisor. If the situation is not rectified, these records may become part of the personnel file. Written reprimands and notices of suspensions shall be recorded in the employee's personnel file. A written response provided by or on behalf of the employee may be recorded in the employee's personnel file.
4. The main purpose of written reprimands and suspensions is to impress upon the employee the need for change of any behavior that is considered unacceptable to the

employer. The onus for changing the behavior rests entirely with the employee although the employer may provide direction if it is deemed advisable.

5. Termination/Suspension

During Probationary Period:

Support Staff Employees may be released at any time during the probationary period.

CUPE support staff shall be subject to discharge on one (1) day notice without recourse to the grievance procedure.

After Completion of Probationary Period:

Except for staff reduction, layoff or termination for just cause, employees are subject to the Progressive discipline process as outlined above.

6. This administrative procedure shall in no way restrict the Superintendent or Superintendent's designate from taking steps to suspend or terminate the services of a staff member, without first adhering to the above described steps, where the Superintendent or Superintendent's designate has reasonable grounds for believing that the actions or practices of a staff member endanger the safety of students and/or staff, constitute a neglect of duty, a breach of trust, or a refusal to obey a lawful order given by or on behalf of staff.

7. Appeals

When an evaluation leads to disciplinary action being taken, the appropriate supervisor will inform the employee of the appeal process. If the employee is a CUPE member, the union must be notified, pursuant to the CUPE Collective Agreement.

Reference

[School Act](#) - Sections 18, 20, 60, 61, 96, 113, 116, 117

[Alberta Employment Standards Code](#)

[Policy 11 Delegation of Authority](#)

[Policy 14 Hearings on Teacher Matters](#)

[CUPE Collective Agreement](#)

[Non-Union Staff Employment Conditions Handbook](#)