

Progressive Staff Discipline

Background

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

It is the belief of the Academy to be patient, fair and tolerant in the administration of its employees and to encourage employees to exercise self-discipline at all times in their conduct, behaviour and performance. However, repeated, wilful or inexcusable breaches of policies, procedures, standard operating practices or organization's ethics are not acceptable and shall be dealt with using constructive/progressive discipline as outlined in this Administrative Procedure.

The Board delegates to the Superintendent the authority to discipline an employee in accordance with the Education Act, and the applicable provincial and federal statutes.

Procedures

1. In the event that an employee is alleged to have engaged in conduct that is inconsistent with Academy 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 Superintendent.
4. Employees who are disciplined by the Academy may appeal such action in accordance with GVRA policy and processes.
5. Any written record of disciplinary action may only be removed from the employee's personnel record upon the recommendation of the Superintendent.
6. The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

Reference: Section 33,52,53,68,197,204,213,214,214.1,215,222,225 Education Act
Alberta Labour Relations Code
ATA Code of Professional Conduct
Practice Review of Teachers and Teacher Leaders Regulation