

PROGRESSIVE DISCIPLINE FOR BOARD EMPLOYEES

POLICY

1.0 GENERAL PRINCIPLES

- 1.1 The Halifax Regional School Board is committed to providing a high standard of professional services to the public.
- 1.2 The Board believes that its employees are committed to acting professionally with integrity and in the best interests of the students and the Board.
- 1.3 The Board is committed to improving employee performance through evaluation and professional development.
- 1.4 The Board is committed to ensuring acceptable employee conduct, behaviour and performance.
- 1.5 The exercise of discipline is the responsibility of the management of the Board.
- 1.6 The Board is committed to its policies and beliefs regarding Race Relations, Cross Cultural Understanding and Human Rights.

2.0 PURPOSE

- 2.1 Discipline is imposed to correct and to deter unacceptable conduct, behaviour or performance.
- 2.2 Progressive Discipline provides the flexibility to deal with a wide range of circumstances that may arise in the organization.
- 2.3 Progressive Discipline is based on the concept that disciplinary action is to be progressive based on the seriousness and/or repetition of unacceptable behaviour.

3.0 APPLICATION

- 3.1 This policy applies to all unionized and non-unionized employees.

4.0 PROCESS

- 4.1 Employees will be informed of unacceptable conduct, behaviour or performance.
- 4.2 As necessary, discipline imposed will be progressive in nature.
- 4.3 Progressive Discipline utilizes disciplinary action ranging from a verbal warning, written warning, varying levels of suspensions, demotion and discharge.
- 4.4 All instances of discipline will be documented in a consistent manner.

5.0 PERFORMANCE

- 5.1 Prior to the imposition of any discipline for unacceptable performance, employees will be evaluated fairly, given opportunities for improvement and as necessary re-evaluated.
- 5.2 Unacceptable performance does not include intentional misconduct or deliberate behaviour.

6.0 RESPONSIBILITY FOR DISCIPLINE

- 6.1 The immediate supervisor has first responsibility for discipline. This is based on the fact that the immediate supervisor is in the best position to correct unacceptable conduct, behaviour or performance.
- 6.2 In the event that the immediate supervisor is unable to deal with the conduct, behaviour or performance, the next level supervisor will assume the responsibility for discipline.

7.0 AUTHORIZATION

- 7.1 The Superintendent is authorized to develop and issue procedures in support of this policy.