



Northeastern Catholic District School Board

PROGRESSIVE DISCIPLINE OF EMPLOYEES

Policy Number: P-8

Authority: 18-35/21-25

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to providing the best possible Catholic education for all students within our system. The NCDSB expects that all employees will act in a manner which exemplifies Gospel values and our faith beliefs, project a professional behaviour that is consistent with individuals serving as role models for our students, and will perform their assigned responsibilities in a competent manner. Though the NCDSB believes that its employees are committed to acting professionally, with integrity, and in the best interests of the students we serve there may be instances where these expectations are not met, requiring that an employee be subject to fair, consistent and progressive discipline.

REFERENCES

Education Act

Regulation 437/97: Professional Misconduct

Ontario College of Teachers Act

NCDSB Administrative Procedure

APP008 Progressive Discipline of Employees

DEFINITIONS

Progressive Discipline

A series of increasingly serious steps, ranging from a recorded verbal warning to termination of employment that the employer initiates in order to correct unacceptable behaviour or conduct.

Inappropriate Behaviour/Conduct

Behaviour for which the employee is responsible and which is deserving of corrective or disciplinary action. Inappropriate conduct includes, but is not limited to the following: improper release or disclosure of student information, breach of confidentiality, sexual misconduct, harassment, abuse of a student, inadequate supervision, and/or conduct that negatively affects the reputation of the Board.

Professional Misconduct

The failure of a licensed professional to meet the accepted standards of practice.

Culpable Behaviour

Behaviour that does not conform to expectations and includes, but is not limited to tardiness, unsubstantiated absenteeism, dishonesty, inappropriate communication/interactions with others,

inappropriate use of technology, insubordination, breach of Board policy or procedures, and criminal offences such as theft, forgery, or assault.

Substandard Performance

Performance that does not meet the standards of the Board and is evaluated as part of the performance appraisal process. Substandard performance **is not** addressed in this procedure.

Principal/Supervisor

Refers to a principal, manager, supervisor, or supervisory officer (including the Director of Education).

POLICY REGULATIONS

- 1.0 If allegations of inappropriate conduct or unsatisfactory work performance are made regarding an employee, the Board's management team has a responsibility to ensure that such inappropriate behaviour is identified and corrected.
- 2.0 The employee will be provided with an opportunity to know the specifics of the allegations and will have the opportunity to respond to the allegations accordingly.
- 3.0 When necessary, discipline may be required. The seriousness of the circumstances will dictate the entry level in the discipline procedure applied and the associated responsibilities of the Board.
- 4.0 Discipline may include verbal warnings, written warnings, suspensions and, in situations of a serious nature, termination.
- 5.0 When issuing disciplinary measures, the Board will clarify professional responsibilities as an employee of the Board to ensure the affected party is aware of expectations.
- 6.0 No employee shall be disciplined without just cause.
- 7.0 Acts of professional misconduct by members of the Ontario College of Teachers, of members of the Ontario College of Early Childhood Educators or of members of other professional associations to which employees of the Board may belong will be reported to the appropriate authority as required.