



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

Ontario College of Teachers Act
Regulation 437/97: Professional Misconduct

DEFINITIONS

Nil.

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.