



Progressive Discipline

Date Approved: June 2000

Projected Review Date: June 2002

Policy Statement:

It is the policy of the Hamilton-Wentworth District School Board to apply progressive discipline as a corrective measure to ensure that employees maintain appropriate behavior and carry out their duties responsibly, effectively, and diligently.

Responsibility:

Superintendents, Director

Background:

It is the obligation of the Hamilton-Wentworth District School Board to provide the highest quality of education possible to our students. In this respect, it is essential that all Board employees carry out their responsibilities in a co-operative and professional manner, working in compliance with Board policy and procedures, the Education Act, and other related legislation.

Definition:

This progressive discipline policy provides for sanctions to be imposed on an employee to correct inappropriate behavior, whether the behavior is a single offence, repeated offences of a similar nature, or multiple offences.

Procedure:

Note: it is not necessary to use the discipline steps sequentially. The actual starting point of disciplinary procedures will depend entirely upon the severity of the misconduct or infraction.

The steps in progressive discipline include:

- Recorded verbal warning
- Written warning
- Suspension
- Dismissal

Supervisors shall contact the appropriate superintendent before invoking a progressive discipline procedure.

Reference:

Education Act; Employment Standards Act; Collective Agreements, where applicable; Human Rights Code

Resources:

The Hamilton-Wentworth District School Board Resource Manual on Progressive Discipline.