



# Staff Progressive Discipline

Date Approved: 2018

Projected Review Date: 2022

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## PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in using progressive discipline as a corrective measure to ensure that employees maintain appropriate behaviour and carry out their duties responsibly, effectively, and diligently, as per the collective agreements and/or terms and conditions, as applicable.

## GUIDING PRINCIPLES:

HWDSB is obligated 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; and
- Be in compliance with Board policy and procedures, the Education Act, and other related legislation.
- Share the commitment in protecting and maintaining public trust.

## INTENDED OUTCOMES:

To correct inappropriate behaviour through the provision of imposed sanctions on an employee.

To create a professional atmosphere where employees, parents, students and community members know they will be treated with courtesy and respect.

## RESPONSIBILITY:

Director of Education  
Members of Executive Council

## TERMINOLOGY:

*Progressive Discipline:* A process of increasingly formal steps for dealing with job related behaviour that does not meet expected and communicated performance standards. The primary purpose of progressive discipline is to improve performance through the provision of feedback to the employee to help correct the problem.



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## ACTION REQUIRED:

Ensure that a procedure is developed and maintained outlining the steps for Progressive Discipline.

Progressive discipline may include:

- Written warning
- Suspension
- Dismissal

The starting point of any disciplinary procedure will depend upon the severity of the situation. Supervisors shall contact Human Resources and the appropriate superintendent before invoking a progressive discipline.

## PROGRESS INDICATORS:

| Intended Outcome   | Assessment   |
|--|--|
| To correct inappropriate behaviour, whether the behaviour is a single offence, repeated offences of a similar nature, or multiple offences | A reduction in the amount of times progressive discipline steps are required.    |
| To create a professional atmosphere where employees, parents, students and community members are treated with courtesy and respect.        | Acknowledged through various feedback mechanisms such as the staff voice survey. |

## REFERENCES:

### Government Documents

Education Act  
 Employment Standards Act  
 Occupational Health and Safety Act  
 Collective Agreements, where applicable  
 Human Rights Code

### HWDSB Policies

Code of Conduct