



POLICY:
SUBJECT:
APPROVAL DATE:
REVISION DATE:
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GCP
DISCIPLINE AND DISCHARGE
December 8, 1987
November 3, 2003
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1. GENERAL

1.1 The Winnipeg School Division believes that standards for the acceptable conduct of employees are necessary for the orderly operation of the Division and for the benefit and protection of the rights and safety of all students, employees and the public.

2. EMPLOYEES COVERED BY COLLECTIVE AGREEMENTS

2.1 Where provisions regarding discipline and discharge exist within a collective agreement, they shall apply.

3. PROGRESSIVE DISCIPLINE

3.1 When an employee violates the rules, policies or procedures of the Division or acts in an insubordinate manner, committing an offence warranting disciplinary action, the supervisor shall begin progressive disciplinary action.

4. NOTIFICATION TO SUPERINTENDENT/DEPARTMENT DIRECTOR

If the offence involves an allegation of physical/sexual assault/abuse against an employee(s), the District Superintendent/Department Director should be informed immediately.

5. DOCUMENTATION REQUIREMENTS

5.1 Employee discharge requires adequate records defining an employee's misconduct and, if appropriate, previous warnings. It is the Division's policy therefore that a uniform progressive discipline procedure be followed by its Principals, Department Directors and Supervisors which will ensure that:

5.1.1 a copy of all written warnings given and disciplinary measures taken is forwarded to the Human Resources Department for inclusion in the employee's personnel file.

5.1.2 an employee has been provided with a notice that a continuance of improper actions will bring about a recommendation for discipline or discharge.

6. SUSPENSION

6.1 Suspensions of employees, with or without pay shall only be made on the authority of the Chief Superintendent or designee. The Board shall be informed of such suspension at a subsequent meeting.

7. DEMOTIONS

7.1 Demotions of employees, other than those employees directly appointed by the Board of Trustees, shall be made by the Chief Superintendent or designee. The Board shall be informed of such demotions at a subsequent meeting.

7.2 Demotions of employees directly appointed by the Board of Trustees shall be made by the Board of Trustees on the recommendation of the Chief Superintendent.

8. TERMINATION OF EMPLOYMENT

8.1 Termination of an individual's employment or employment contract shall be made only by the Board of Trustees.

9. APPEAL

9.1 An employee may appeal a suspension or termination by following the procedure outlined in Policy GBM, Employee Complaints and Grievances.