



Employee Discipline and Termination

Background

This summary details KTCEA’s approach to discipline and what takes place at each step of the disciplinary process.

Guidelines

KTCEA expects that employees will conduct themselves in a manner consistent with its Code of Conduct and other organizational policies, procedures, rules and/or the law. Employees who do not comply with KTCEA’s standards are subject to disciplinary action.

KTCEA adheres to the principle of progressive discipline, which provides for increasing levels of discipline to support changes in behaviour when previous attempts have not been successful.

There are four (4) levels of discipline, though KTCEA may take other actions that the Superintendent or their designate feels appropriate to a given situation. In determining the discipline to be imposed in a given situation, KTCEA will consider those factors it deems relevant including the nature of the breach; the impact on students and/or co-workers; the impact on KTCEA, including reputational damage; and other impacts resulting from the breach.

It is inherent in this process that discipline be imposed as soon as possible, subject to investigation as required.

KTCEA will report employment terminations where required by law, including reporting to the Registrar of Alberta Education of any teacher terminated for cause.

These guidelines apply to all KTCEA employees. If clarification is required, employees are requested to speak to their supervisor.

#	Procedure	Roles & Responsibilities
1.	<p>When a supervisor becomes aware of a violation of KTCEA policies, procedures, rules and/or the law, they are authorized to suspend the employee pending further investigation.</p> <p>Supervisors should complete a KTCEA Report of an Incident Form detailing the incident.</p>	Supervisors

<p>2.</p>	<p>Levels of Discipline:</p> <p>a. Level One (Verbal Warning): In a private setting the supervisor will discuss with the employee why their conduct was not acceptable and what improvement is required. The employee will be issued a Record of Disciplinary Action Form, a copy of which will be maintained in the employee's file, recorded as a verbal warning.</p> <p>b. Level Two (Written Warning): In a private setting the supervisor will discuss with the employee why their conduct was not acceptable and what improvement is required. The employee will be issued a Record of Disciplinary Action Form, a copy of which will be maintained in the employee's file, recorded as a written warning.</p>	<p>Supervisors in Consultation with Associate Superintendent</p>
	<p>c. Level Three (Suspension): The Superintendent may suspend an employee without pay for up to, but not exceeding, fifteen (15) working days. This action may be taken if the employee has been previously disciplined or, if the misconduct is of a serious nature, may be imposed without there being any prior discipline. On or before the effective date of the suspension, the employee shall be notified by the Superintendent, in writing, of the suspension and the reasons for same.</p> <p>d. Level Four (Dismissal): In the event of very serious misconduct, subject to the completion of an investigation to determine the facts surrounding the incident, or should an employee have an ongoing record of misconduct, the Superintendent is authorized by KTCEA to terminate the employment relationship. The types of conduct that may result in immediate dismissal include, but are not limited to:</p> <ul style="list-style-type: none"> ● Dishonest conduct ● Theft of KTCEA property ● Falsification of records (including information provided to KTCEA in the course of application for employment) ● Conflict of interest ● Breach of confidentiality ● Sabotage or vandalism of KTCEA property or records ● Criminal convictions related to employment ● Fighting or assault ● Persistent unexplained absences without notification ● Incompetence ● Carelessness or negligence ● Refusal to follow the legitimate instructions of a supervisor 	<p>Superintendent in Consultation with Associate Superintendent</p>

	<ul style="list-style-type: none"> • Serious violation of KTCEA policies, procedures, rules and/or the law 	
3.	In the event of a termination, the Superintendent will provide written notification to the employee of the reason(s) for their termination	Superintendent
4.	Supporting employees and supervisors in the interpretation of the Employee Discipline and Termination Guidelines, including investigating violations as required	Human Resources

References:

KTCEA Policy 3 Respectful, Caring and Safe Schools and Workplaces
KTCEA Policy 12 Human Resources
Record of Disciplinary Action Form
KTCEA Report of an Incident Form

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April 1 annually.