

Title	PROGRESSIVE DISCIPLINE OF EMPLOYEES	Policy No.	3012
Department	ORGANIZATIONAL SUPPORT SERVICES – HUMAN RESOURCES		
Reference(s)	<ul style="list-style-type: none"> - <i>Employment Standards Act</i> - <i>Child and Family Services Act; Student Protection Act 2002</i> - <i>Occupational Health and Safety Act</i> - <i>Human Rights Code</i> - <i>Criminal Code</i> - <i>Charter of Rights and Freedoms</i> - <i>Labour Relations Act</i> - Procedure Code of Conduct - Policy – Harassment - Collective Agreements for Employee Groups - Procedure – Progressive Disciplines of Employees - Policy – Supervision of Employees 	Effective Date	2001 June 26

The Thames Valley District School Board believes that it is a priority to provide the best possible education for all students in its charge according to the Mission, Vision and Commitment Statements. The Thames Valley District School Board believes that it is the responsibility of all employees to:

- contribute to a positive, safe, inclusive, accepting learning and working environment;
- project a professional behaviour consistent with individuals serving as role models for students; and
- perform their assigned responsibilities in a manner which meets acceptable standards.

Employees are required to meet Ontario Ministry of Education expectations, Thames Valley District School Board’s policies and procedures including, but not limited to the Thames Valley District School Board’s Code of Conduct, and adhere to standards of behaviour required for their particular position or role in the workplace or community.

Employees may be disciplined for behaviour outside the workplace that provides a bad example for students or creates an apprehension of risks to students. Criminal behaviours such as drug trafficking, sexual assault or child abuse are examples of such misconduct.

It is the policy of the Thames Valley District School Board that employees whose performance and/or behaviour do not meet accepted standards will be subject to fair, consistent and progressive discipline to correct or improve behaviour. Employees are expected to comply with Thames Valley District School Board’s policies, procedures expectations and directives as well as Ministry regulations in order to support student achievement and well-being.

Administered By	ORGANIZATIONAL SUPPORT SERVICES – HUMAN RESOURCES	Board Resolution No.	83 F 5a – Rec 1
Amendment Date(s)	2015 May 26	Amendment Resolution No.	

If allegations of inappropriate conduct or unsatisfactory work performance are made regarding an employee, the employee will be provided with an opportunity to know the specifics of the allegations and to respond to them.

The seriousness of the conduct and the circumstances will dictate the level of response under the discipline procedure.

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