

## **STAFF CONSTRUCTIVE/PROGRESSIVE DISCIPLINE**

### **Background**

It is the policy of Fort McMurray Catholic Schools to be patient, fair and tolerant in the administration of its employees and to encourage employees to exercise self-discipline at all times in their conduct, behaviour and performance. However, repeated, wilful or inexcusable breaches of policies, procedures, standard operating practices or organization's ethics are not acceptable and shall be dealt with using constructive/progressive discipline as outlined in this Administrative Procedure.

### **Purpose**

The purpose of the Staff Constructive/Progressive Discipline procedure is to encourage consistent self-discipline and corrective action in the event of undesirable or unacceptable conduct, behaviour or violations of policies, procedures or standard practices.

### **Scope**

This procedure applies to all employees.

### **Responsibilities**

Employees are responsible for performing their work in a competent manner and displaying conduct, behaviour and performance that is consistent with our policies, procedures and/or practices.

The employer is responsible for training, counselling and coaching employees to understand the expectations and the improvements that are necessary to achieve the desired level of conduct, performance and/or behaviour.

Staff supervising employees, are responsible for ensuring that all employees are treated fairly, with dignity and respect and for ensuring that employees have been provided with the appropriate coaching and assistance throughout the constructive/progressive disciplinary process.

### **Procedure**

1. The Constructive/Progressive Discipline procedure shall incorporate a four (4) step process of
  - a. verbal reprimand,
  - b. written reprimand,
  - c. suspension without pay, and
  - d. termination of employment.

2. Factors of severity of outcome, degree of negligence and frequency shall be considered for all disciplinary decisions and actions.
3. It is recognized that serious occurrences such as physical or psychological abuse, violent behaviour, theft and willful behaviour that puts the health, safety and security of students, staff and others at risk shall result in immediate recourse to the suspension and /or the termination of employment steps of the four (4) step process.

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**Approval Date:** September 1, 2016 (As Operating Policy & Procedure - OP 402)

**Revision Date:** August 7, 2018

**References:** Alberta School Act, Sections 20, 59, 60, 61, 96, 105, 106, 107, 108, 109, 113, 116, 117, 131 to 143  
OP 406, 436 (to be replaced by AP in Fall 2018)  
Employment Standards Code