

Policy Title	Progressive Discipline-Employees		
Date of Issue	May 17, 2011	Related Procedure	AP 7530-D
Revision Dates	February 21, 2012 (rev. Rationale-Strategic Plan); February 21, 2017	Related Forms	
Review Date	February 1, 2022	Originator	Board of Trustees
References			
Education Act; Employment Standards Act; Occupational Health and Safety Act; Human Rights Code; Teaching Profession Act; Ontario College of Teachers' Act; Child and Family Services Act; Trillium Lakelands District School Board Progressive Discipline Procedure; Thames Valley District School Board Progressive Discipline of Employees Procedure; York Region District School Board Progressive Discipline Policy			

1.0 RATIONALE

- 1.1 Bluewater District School Board policies will support and provide direction necessary to achieve the board's Vision, Mission and Strategic Plan priorities.
- 1.2 Bluewater District School Board is committed to protecting the intellectual, physical, mental and emotional well-being of all students and employees and endeavours to provide the best possible education for the students in its care.
- 1.3 The board is responsible for employing staff who conduct themselves in a professional manner. Employees who engage in professional misconduct, inappropriate conduct or whose behaviour conflicts with board policy will be subject to appropriate discipline.
- 1.4 The key objective of progressive discipline is to assist employees in understanding that a conduct or behavioural problem exists and that there is opportunity for improvement. The board will employ progressive discipline where appropriate.
- 1.5 Bluewater District School Board has a responsibility to articulate expectations as outlined in all applicable acts, professional association requirements, board policies and procedures, collective agreements and any other document that defines appropriate employee behaviour. Employees are responsible for being aware of these expectations.

2.0 POLICY

It is the policy of Bluewater District School Board to apply progressive discipline in order to provide guidance in correcting unacceptable behaviour and to discourage its recurrence.

3.0 DEFINITIONS

Progressive Discipline is a series of increasingly serious steps that a director, member of senior management, supervisor or school administrator initiates in order to correct unacceptable behaviour or conduct. It is recognized that each situation is unique and that responses will have to be considered in the light of all of the circumstances. There are no rigid or arbitrary rules of application. Serious situations may result in immediate and significant disciplinary consequences.

4.0 SYSTEM EXPECTATIONS

1. The board strives to facilitate good working relationships between and among its employees as well as to foster excellence and job satisfaction.
2. The board believes that its employees are responsible, trustworthy, and capable of making decisions appropriate to their defined responsibilities.
3. Respect and trust in a working environment is achieved by fair, objective and consistently implemented disciplinary procedures, including fair investigation techniques.
4. Disciplinary action taken must be consistent with the concept of "just cause."
5. It is the general approach of the board to correct inappropriate behaviour, not punish it. The emphasis should be on identification and isolation of problem situations in a supportive and non-intrusive manner before formal corrective action is undertaken.
6. The board will establish clear guidelines and procedures to ensure fair and consistent treatment of all employees.
7. As part of the progressive discipline process the employee will be made aware of the reasons for the corrective action, the corrective action that will be taken and possible future consequences of any repetition of the proscribed behaviour.
8. Most incidents of culpable behaviour are unique; therefore, responses to behaviour will have to be considered on an individual basis. There are no rigid or arbitrary rules of application.
9. Employees must be treated with dignity and respect throughout the progressive discipline process.