

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 485 – Employee Termination and Progressive Discipline</b>	
Related LCSD AP's	AP 149 – Social Media / Networking AP 404 – Human Resource Practices for Support Staff	
Form(s)		
References:		
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## Background

Lloydminster Catholic School Division values their employees, safe work environments, and the focus of achieving the LCSD mission statement. In order to ensure all employees, adhere to appropriate conduct, performance, and responsibilities job descriptions are reviewed annually with employees. We believe clear consistent communication is the key to good conduct and creating the school and work environments of good behavior and good conduct.

## Procedure

1. Degrees of discipline are generally progressive and are used to ensure that the employee can correct his or her performance. Disciplinary measures range from a verbal warning recorded in the employee's Human Resource file, to termination of the employee's position within the Division.
2. Unless the offense falls within an exception outlined within this document or in another LCSD Administrative Procedure, most disciplinary actions will be handled in the following manner:
  - 2.1 The employee will be given a verbal reminder and a copy of their job description by their supervisor in a private meeting that will outline the concerns and expectations of the Division. This will also permit the exchange of information, which is critical to effective job performance. If, at the end of the session, the supervisor is of the opinion that a formal warning should be issued, then the supervisor will state to the employee, "this is a verbal warning". A notation to the meeting and the outcome will then be documented, with a timeline for correction noted, and placed in the employee's Human Resource file.
  - 2.2 If a verbal warning has not resulted in the correction of the offense within a reasonable amount of time, the employee will receive a written notice of the offense referencing the prior verbal session and warning. A copy of the written notice will be placed in the employee's HR file.
  - 2.3 If the written warning has not resulted in the correction of the offence within a reasonable amount of time, the employee may be subject to placement on probation, demotion within the Division, suspension (with or without pay), or termination from their

employment with the Division.

- 2.4 If the employee has not been terminated from their employment, but there has still not been a correction of the offense, the final measure will be the termination of the employee from the employment with the Division.

### 3. Exceptions

For serious offenses such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs or abuse of alcohol on Division property, abuse of child or authority over a child, termination may be the first and only disciplinary measure taken. These offenses are named as examples only and are not in any way to be considered an exhaustive list. Any step or steps of the disciplinary process may be skipped at the discretion of the Division after there has been a thorough investigation by the Division and analysis of the offense and the circumstance surrounding the offence.

- 3.1 An investigation will be commenced by the Division by someone not in conflict with the situation and may include interviews with the employee and any witnesses to the offence. Should there not be a person suitable to deal with the investigation due to a conflict then the investigation shall be contracted out to a third party, these costs may be split by the Division and the Employee.

### 4. Guideline for Violations

The following offenses are meant as a guideline only and are not intended to represent an exhaustive list. If an employee is charged with one of the following offenses the general rule will be to deal with the offense through a verbal reminder and job instruction, which may or may not include a verbal warning, and/or a written reprimand:

- 4.1 Habitual tardiness without reasonable cause.
- 4.2 Being absent without notification or excuse.
- 4.3 Leaving your job or your regular work during working hours for any reason without authorization from your supervisor (with the exception of approved breaks: lunch, rest periods, and going to the restrooms).
- 4.4 Disorderly conduct on company property.
- 4.5 Immoral conduct or indecency on company property.
- 4.6 Leaving work before the end of shift or not being ready to go to work at the start of the shift.
- 4.7 Interfering with the work of other employees.
- 4.8 Inefficiency or lack of application of effort on the job.
- 4.9 Violations of any Division policy as outlined in the policy manual.
- 4.10 Contributing to unsanitary conditions or poor housekeeping.
- 4.11 Imperiling the safety of other employees.
- 4.12 Malicious gossip and/or the spreading of rumors.

- 4.13 Abrasive or argumentative actions towards employee's supervisor.
- 4.14 Abrasive or argumentative actions toward other employees of the Division.
- 4.15 Social media posts/activities that question education as a profession and/or the reputation of the school and/or the Board of Education as per AP149 Social Media Networking.

## 5. Guideline for Offences

The following offenses are meant as a guideline only and are not intended to represent an exhaustive list. If an employee is charged with one of the following offenses the general rule will be to deal with the offense through the suspension or termination of the employee:

- 5.1 Gambling on Division property.
- 5.2 Possession of narcotics or consuming narcotics on Division property.
- 5.3 Reporting for work in an intoxicated condition.
- 5.4 Responsibility for instigating fighting on Division property.
- 5.5 Dishonesty or removal of another employee's property or Division property without permission.
- 5.6 Willful destruction of Division property.
- 5.7 Insubordination.
- 5.8 Misrepresentation of physical condition or other important facts in seeking employment.
- 5.9 Refusal to perform work assigned to an employee.
- 5.10 Absence for two consecutive working days without notification to the Division or without acceptable excuse.
- 5.11 Petty thievery.
- 5.12 Possession of firearms, fireworks or explosives on Division property without the permission from management.
- 5.13 Any Criminal activity on Division property.
- 5.14 Any other self-evident serious offence involving the Division or on Division property.

6. A disciplinary suspension is a period of not more than three (3) working days and may be given in addition to any other disciplinary measure at the discretion of the supervisor as punishment for the violation.

- 6.1 If the employee is relieved of his or her job assignment because of serious or repeated instances of misconduct the employee shall forfeit loss of pay as a result of the suspension. Although the conduct is of a serious nature, it is not so outrageous as to justify termination. However, there may be a pattern of conduct where the employee has continually engaged in one minor infraction of the rules after another and has received documented and/or verbal warnings for the infractions. The conduct must be resolved and not repeated.

## 7. Guidelines for Termination

- 7.1 An employee may be terminated as a result of a serious offence.
- 7.2 An employee may be terminated as a final step in an accumulation of infractions for which a warning notice or notices have been written.
- 7.3 The employee will be terminated for cause instead of being given the opportunity to resign, be laid off, or retire.