



Brant Haldimand Norfolk Catholic District School Board

POLICY: PROGRESSIVE DISCIPLINE

Adopted:	22/04/08	Policy No:	300.19
Revised:	dd/mm/yy	Policy Category:	Human Resources

Policy Statement:

It is the policy of the Brant Haldimand Norfolk Catholic District School Board to apply progressive discipline as a corrective measure to ensure that employees maintain appropriate behaviour and perform their job duties in a responsible, effective and diligent manner.

Policy Criteria:

- ensure employees meet standards set by the Board
- ensure employees comply with Board policies, procedures and applicable legislation
- provide assistance to supervisors to identify and correct inappropriate behaviour
- identify process to apply discipline fairly and uniformly for all employees

Glossary of Key Policy Terms:

Statutory / Regulatory / Related

Board Policy Linkages:

Education Act
Ontario College of Teachers Act
Ontario Human Rights Code
Employment Standards Act
Professional Standards and Conflict of Interest Policy
Attendance Support Policy



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ADMINISTRATIVE PROCEDURES: PROGRESSIVE DISCIPLINE

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The Brant Haldimand Norfolk Catholic District School Board seeks to resolve conduct and performance problems in the most positive manner possible through initiatives such as counseling, additional training or increased supervision. It is recognized that most employees need only to be properly trained and be informed of the rules in order to be positive, productive employees. There are times, however, when employees performance or behaviour may be unsatisfactory and disciplinary action becomes a necessary means of modifying undesirable conduct. The Board is committed to ensuring that employees maintain appropriate behaviour and carry out their duties in a responsible, effective and diligent manner.

- 1) The Progressive Discipline procedures provide for sanctions to be imposed on an employee to correct inappropriate behaviour, whether the behaviour is a single offence, repeated offences of a similar nature, or multiple offences.
- 2) Supervisors shall refer to the “Progressive Discipline Resource Manual for Management Staff” when handling an issue that may lead to disciplinary action.
- 3) Supervisors shall contact the appropriate Supervisory Officer before invoking a progressive discipline procedure.
- 4) The steps in progressive discipline include;
 - 1) Recorded verbal warning
 - 2) Written warning
 - 3) Suspension without pay
 - 4) Dismissal
- 5) It is not necessary to use all the above noted discipline steps or use them sequentially. The actual starting point of disciplinary procedures will depend entirely upon the severity of the misconduct or infraction.