

DISCIPLINE, SUSPENSION, AND/OR DISMISSAL OF NON SCHOOL-BASED SUPPORT STAFF

Background

The High Prairie School Division (HPSD) recognizes that circumstances may arise necessitating the discipline, suspension, and/or termination of HPSD non-school-based support staff. Every situation will be dealt with in a fair and just manner.

Procedures

1. Discipline of Non School-Based Support Staff
 - 1.1. The Superintendent delegates the authority to reprimand to the Deputy Superintendent, Assistant Superintendent, and Directors.
 - 1.2. In cases requiring more serious discipline, in consultation with Human Resources, the supervisor shall:
 - 1.2.1. write a letter to the employee that clearly states the perceived infraction(s) and the means by which the employee can rectify the concern(s); and
 - 1.2.2. ensure a copy of this letter is placed into the employee personnel file.
 - 1.3. In cases where the reprimand has not resulted in rectification of the concern(s), in consultation with Human Resources, the supervisor shall:
 - 1.3.1. write a second letter outlining a remediation plan and recommend that further action be taken; and
 - 1.3.2. ensure a copy of this letter is placed into the employee personnel file.
2. Suspension or Dismissal of Non School-Based Support Staff
 - 2.1. The Board delegates to the Superintendent the authority to suspend or dismiss an employee.
 - 2.2. If a supervisor is of the opinion that a situation is beyond the supervisor's level of authority, the supervisor shall:
 - 2.2.1. report the matter to the Superintendent immediately; and
 - 2.2.2. provide the Superintendent, in writing, an account of the circumstances relevant to the alleged complaint.
3. The Superintendent shall fully investigate the matter and may suspend the employee from duties, with or without pay, for a period not to exceed 10 working days or terminate the employment of the employee.
4. An employee shall receive written notice of suspension or dismissal and shall be advised of:
 - 4.1. the opportunity to appeal the suspension or dismissal to the Board; and
 - 4.2. the date, place, and time that the Board will hear the employee's appeal.
5. The employee is entitled to submit a written request for appeal, in writing, to the Board that shall:
 - 5.1. be received within five calendar days of notification of suspension or dismissal; and
 - 5.2. include specifics as to what the employee is appealing (e.g., length of suspension, grounds for suspension/dismissal, suspension/dismissal process).

References

Employment Standards Code, Section 55, 56, 57

Cross References

[Policy 11 – Role of the Superintendent](#)