

EMPLOYEE DISCIPLINE

Background

The discipline, suspension, and dismissal of a support staff employee is the responsibility of the Employee Services Division, in accordance with the provisions of the relevant collective agreement.

Procedures

1. Teaching Personnel

- 1.1. Teacher discipline, suspension, and dismissal shall be governed by the *School Act* and the Vancouver Teachers' Federation (VTF) Collective Agreement (Article C.22).

2. Support Staff

- 2.1. The employee's immediate supervisor will report the incident to the Director – Labour Relations or designate.
- 2.2. The employee will be interviewed by the Director – Labour Relations, or designate, as deemed appropriate.
- 2.3. The Director – Labour Relations, or designate, will review the matter and determine disciplinary action up to and including termination of employment.

3. Professional Administrative Staff or Administrative Officer

- 3.1. The matter will be discussed by the appropriate senior manager and the Associate Superintendent – Employee Services. A recommendation will be made to the Superintendent.

4. Criminal or Civil Prosecution

- 4.1. If prosecution is a possibility, legal advice will be obtained from the District's lawyer or it will be reported to the police.

Reference: Sections 15, 17, 20, 22, 65, 85 School Act
School Regulation 265/89
Collective Agreements – VTF, CUPE Local 15, CUPE Local 407, IUOE Local 963, Bargaining Council of VSB Construction and Maintenance Trade Unions, VTF (VESTA Adult Educator's Sub-local)

Adopted: November 20, 1989

Revised: September 1994; February 1996; January 1999; September 24, 2018; February 6, 2019