



Administrative Procedure 5035

Employee Discipline – Designated Agents

Board Governance Policy Cross Reference: [1](#), [11](#), [12](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: December 2004

Date Amended: June 2009, March 2016, December 2017

The Board of Trustees and Superintendent/CEO delegate to the following positions, the authority to act as its agent or designate in taking disciplinary action with employees:

POSITION

Superintendent/CEO
Assistant Superintendent
Secretary-Treasurer
Assistant Secretary-Treasurer
School Leaders
Directors
Supervisors

DISCIPLINARY ACTIONS

A, B, C, D – all employees
B, C, D – teaching personnel
B, C, D – support personnel
C, D – employees under direct supervision
C, D – employees under direct supervision
C, D – employees under direct supervision
C, D – employees under direct supervision

CODE

A – Suspension, with or without pay.
B – Written warning, including threat of suspension or discharge.
C – Written warning, excluding threat of suspension or discharge.
D – Verbal warning.

Individual circumstances will determine the disciplinary action to be taken and the appropriate position to administer same. The Superintendent/CEO or the Secretary-Treasurer or their respective delegate should be consulted whenever a written warning to an employee is being considered.

Suspensions of employees shall be reported to the Chairperson or Vice-Chairperson of the Board and at the earliest opportunity to the Board of Trustees for information purposes in confidence at its next meeting.