

**DESIGNATED AGENT OF THE BOARD
FOR EMPLOYEE DISCIPLINE**

The Board acknowledges that there may be circumstances that make it necessary for disciplinary action to be taken.

Therefore, the Board of Trustees delegates to the following positions, the authority to act as its agent or designate in taking the disciplinary action with its employees as outlined below.

- A. Verbal instructions outlining expected changes in performance.
- B. Written documentation outlining required changes in performance.
- C. Written documentation outlining required changes in performance, including the possibility of future suspension or discharge.
- D. Suspension with (or without) pay for a period of not more than five working days.

POSITION	DISCIPLINARY ACTIONS
Superintendent (or designate)	A, B, C, D
Secretary-Treasurer	A, B, C
Principals or Vice-Principals	A, B, C
Supervisor of Transportation	A, B, C
Supervisor of Maintenance	A, B, C
Co-ordinator of Student Services	A, B, C

A copy of written instructions requiring a change in performance shall be forwarded to the Superintendent/Secretary-Treasurer and placed in the employees file at the Division office and the employee advised that this is being done.

Suspensions of employees shall be reported to the Chairperson as quickly as possible and a decision made whether to call a special meeting of the board to deal with the situation.

Approved: January 22, 1991
Revised: May 16, 2000
Revised: August 18, 2015