

STAFF DISCIPLINE POLICY

Definition of Terms:

- **Staff** - means any person employed by Phoenix in any capacity.

References:

This policy references the Private Schools Regulation section 9 regarding policies.

Policy:

ORAL WARNING

The initial step in the application of progressive discipline is the oral warning and discussion. The Administrator must meet with the staff member to discuss the unsatisfactory performance or misconduct, and outline the appropriate corrective action.

The staff member should be informed that this is the first step in the disciplinary process and that failure to correct the performance or misconduct may result in further disciplinary action.

The Administrator must keep a written record that an oral warning has been given and what corrective action was discussed with the staff member. A copy of this document should be shared with the staff member.

WRITTEN WARNING

The second step in the disciplinary process is the written warning and discussion. The Administrator initiates a written warning and discussion.

The written warning document to the staff member specifies:

- The unsatisfactory performance or misconduct
- The corrective action to be taken by the staff member
- Notice that continued unsatisfactory performance or misconduct may result in further disciplinary action, including termination of employment.

When the staff member is given the written warning, the Administrator will discuss the problem with the staff member. A copy of the warning is included in the staff member's official personnel record and that staff member is so advised.

PROBATION

If unacceptable performance or misconduct continues or recurs, the Administrator may recommend a staff member be put on probation.

The Administrator will give the staff member a document which outlines:

- The unsatisfactory performance or misconduct
- The corrective action to be taken by the staff member
- The period of time in which to demonstrate acceptable performance
- The date of follow-up review
- Notice that continued unsatisfactory performance or misconduct may result in termination of employment

The length of the probation period will be decided by the Administrator and the Board of Directors advised of the situation.

When the staff member is given the probationary notice, the Administrator will discuss the problem with the staff member. A copy of the probation letter is included in the staff member's official personnel record and that staff member is so advised.

During the probationary period, the Administrator should make every effort to assist the staff member in attaining the desired level of performance or conduct.

TERMINATION

If during, at the conclusion of, or subsequent to the probationary period, the staff member's performance or conduct is still unacceptable, the Administrator will determine if termination is appropriate.

The decision to terminate will be based on a review of the facts and circumstances, the documentation and whether or not policy has been followed.

If the decision is made to terminate a letter will be provided to the staff member outlining the reason for the termination and the effective date of the termination.

Date Reviewed: Feb. 19, 2015

Board Chair: _____

Board Secretary: _____

** Added the references to the Private Schools Regulation. Updated the formatting.*