



The Red River Valley School Division Board of Trustees believes that the practice of progressive discipline should be a learning process to ensure staff members address any performance or behavioural concerns.

\*Support Staff includes all staff not covered by the RRVTA Collective Agreement.

When staff violate the policies, protocols, and/or procedures of the Division, act in an insubordinate manner, or commits an offence that warrants disciplinary action, the supervisor may initiate the progressive disciplinary process outlined below.

Progressive discipline will not be used for serious violations that call for stronger and more immediate action even for a first offence, i.e. theft, physical violence or any child protection issue. In such a case, the supervisor will inform the Superintendent & CEO who will immediately place the staff member on administrative leave before passing judgement and afford the staff member the opportunity to make a personal presentation of their case in refutation.

### **Step 1: Verbal warning**

Staff who commit a violation should get at least one verbal warning from his or her supervisor.

The supervisor will:

- a) Tell the staff member that they are being given a **verbal warning under the discipline procedure**.
- b) Ask the staff member if they would like an advocate to be present. If no, continue with process, if yes, set another time to meet.
- c) Explain specifically what the staff member did or didn't do and why it's a concern.
- d) Ask for an explanation.
- e) Warn the staff member not to do it again or in some cases, do what they were instructed to do.
- f) Make a reasonable effort to assist the staff member to correct whatever appears to be the cause for concern. Allow reasonable time for improvement.
- g) Write a written summary of the conversation as a note to file of what the employer said and the staff member's explanation. Share the note with the staff member and provide them time to review and sign it acknowledging the warning. If the staff member chooses not to sign the document please make note of this. A copy of the note will be given to the staff member and another placed in the personnel file.

\*\*If the staff member commits another violation, the supervisor may repeat step one or proceed to step two:

|                                          |                                        |                     |
|------------------------------------------|----------------------------------------|---------------------|
| <b>Cross Reference:</b>                  |                                        |                     |
| <b>Adoption Date: September 12, 2016</b> | <b>Amendment Date: August 14, 2024</b> | <b>Page: 1 of 4</b> |



### **Step 2: Verbal warning from Superintendent & CEO Department**

If the staff member commits another violation of a similar nature, the Superintendent & CEO and/or Assistant Superintendent will meet with the staff member and their advocate, should they choose to have one. The Superintendent & CEO and/or Assistant Superintendent will:

- a. Remind the staff member of previous warning(s).
- b. Describe the circumstance, explain what the staff member did wrong or what the staff member did not do and ask for an explanation regarding the concern or issue.
- c. Write a note to the file with details of what the superintendent and/or assistant superintendent said and the staff member's explanation. A copy of the note will be given to the staff member, and a copy will be placed in the staff member's personnel file.

### **Step 3: Written warning**

When a staff member commits another infraction of the same nature, a formal letter will be sent to the staff member from the Superintendent & CEO's office reminding the staff member of previous warnings. The letter will briefly describe the circumstances and inform the staff member that the letter is being written as a result of failure to heed the verbal warning(s). Included in the letter will be a warning that if the problem persists further discipline will occur up to and including termination. A copy of the written warning will be sent to the staff member and a copy will be placed in the staff member's personnel file.

### **Step 4: Suspensions**

If another violation or infraction of similar nature occurs, the Superintendent & CEO will inform the staff member in writing of the impending suspension with or without pay. The letter will include a description of the previous incidents, length of suspension and that if the problem persists, further discipline will occur and may result in termination. A copy of the suspension notice will be sent to the staff member and personnel file. The Superintendent & CEO will inform the Board of Trustees as to the details of the suspension.

### **Step 5: Termination**

The Superintendent & CEO will inform the staff member that their employment has been terminated with an official letter to follow. This information will be shared with the Board.

**Cross Reference:**

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**Amendment Date: August 14, 2024**

**Page: 2 of 4**

Red River Valley School Division  
**ADMINISTRATIVE PROCEDURE E27**  
**DISCIPLINE, SUSPENSIONS AND DISMISSAL OF SUPPORT STAFF\***



**Appendix A**

**Step 1**  
**Verbal Warning Meeting Notes**

**Employee Name:** \_\_\_\_\_ **Date:** [Click here to enter a date.](#)

**Supervisor Name:** \_\_\_\_\_

|                          |                                                                                                                                                                                                                                           |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Inform the employee that this is a verbal warning under Administrative Procedure E27 – Discipline, Suspensions, and Dismissal of Support Staff.                                                                                           |
| <input type="checkbox"/> | The employee was asked if they would like an advocate to be present.<br><input type="checkbox"/> <i>No representative (continue)</i><br><input type="checkbox"/> <i>Yes, a representative is requested (set up a meeting to continue)</i> |

**Name of Representative:** \_\_\_\_\_ **Date:** [Click here to enter a date.](#)

|                          |                                                                                                  |
|--------------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <i>Describe behaviour or conduct that is a concern.</i>                                          |
| <input type="checkbox"/> | <i>Employee's explanation.</i>                                                                   |
| <input type="checkbox"/> | <i>Supports to assist employee to correct behaviour.</i>                                         |
| <input type="checkbox"/> | <i>Timeline for improvement.</i>                                                                 |
| <input type="checkbox"/> | <i>Inform the employee that these meeting notes will be sent to the Superintendents' office.</i> |

\_\_\_\_\_  
Supervisor's Signature

☐ Employee refuses to sign

\_\_\_\_\_  
Employee Signature:

*This signature confirms that I met with the supervisor and discussed the contents of the meeting notes. My signature does not necessarily indicate agreement with the content of the notes.*

*Employee comments (see attached)*

|                                   |                                 |              |
|-----------------------------------|---------------------------------|--------------|
| Cross Reference:                  |                                 |              |
| Adoption Date: September 12, 2016 | Amendment Date: August 14, 2024 | Page: 3 of 4 |

Red River Valley School Division  
**ADMINISTRATIVE PROCEDURE E27**  
**DISCIPLINE, SUSPENSIONS AND DISMISSAL OF SUPPORT STAFF\***



**Appendix B**

**Step 2**  
**Superintendent & CEO Verbal Warning Meeting Notes**

**Employee Name:** \_\_\_\_\_ **Date:** [Click here to enter a date.](#)

**Supervisor Name:** \_\_\_\_\_

|                          |                                                                                                                                                        |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Inform the employee that this is Step 2 (verbal warning) under Administrative Procedure E27 – Discipline, Suspensions, and Dismissal of Support Staff. |
| <input type="checkbox"/> | The employee was asked if they would like an advocate to be present.<br><i>Name of advocate:</i> _____ <input type="checkbox"/> <i>No advocate</i>     |
| <input type="checkbox"/> | Remind the employee that they have been given verbal warnings.                                                                                         |
| <input type="checkbox"/> | <i>Employee's explanation:</i>                                                                                                                         |
| <input type="checkbox"/> | Discuss supports that may or may not have been provided.<br><i>List supports if any:</i>                                                               |
| <input type="checkbox"/> | Ask if further supports are needed.<br><i>List supports if any:</i>                                                                                    |
| <input type="checkbox"/> | <i>Timeline for improvement:</i>                                                                                                                       |
| <input type="checkbox"/> | Inform the employee that these meeting notes will be placed in the personnel file.                                                                     |

\_\_\_\_\_  
Superintendent & CEO's Signature

☐ Employee refuses to sign

\_\_\_\_\_  
Employee Signature:

*This signature confirms that I met with the Superintendent & CEO and discussed the contents of the meeting notes. My signature does not necessarily indicate agreement with the content of the notes.*

**Cross Reference:**

**Adoption Date:** September 12, 2016

**Amendment Date:** August 14, 2024

**Page:** 4 of 4

**Red River Valley School Division**  
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*Employee comments (see attached)*

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|-----------------------------------|---------------------------------|--------------|
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| Adoption Date: September 12, 2016 | Amendment Date: August 14, 2024 | Page: 5 of 4 |