



<b>BOARD PROCEDURE</b>	
<i>Approval Date</i> <b>2016</b>	<i>Replacing</i> <b>All previous procedures</b>
<i>Review Date</i> <b>2021</b>	<i>Page</i> <b>1 of 15</b>
<i>Contact Person/Department</i> <b>Human Resources Administrator</b>	<i>Identification</i> <b>HR – 4535</b>

## **PROGRESSIVE DISCIPLINE**

### **1.0 PURPOSE**

Trillium Lakelands District School Board strives to provide the best possible education for the students in its care. The Board strives to facilitate good working relationships between and among its staff as well as to foster work excellence and job satisfaction. The Board believes that its employees are responsible, trustworthy, and capable of making decisions appropriate to their sphere of responsibility. It is the belief of the Board that clear guidelines and procedures will ensure fair and consistent treatment of all employees.

The purpose of the Progressive Discipline Procedure is to provide, when necessary, corrective measures in order to ensure that employees maintain appropriate behaviour and carry out their duties responsibly, effectively and diligently. It will, if necessary, provide for the orderly dismissal of an employee who fails to meet appropriate standards.

### **2.0 REFERENCES/RELATED DOCUMENTS**

2.1 Relevant sections of Education and Employment Statues and Regulations of Ontario include:

- a) Education Act:
  - i) Section 264: Duties of teachers
  - ii) Section 265: Duties of principals
  - iii) Section 277.14: Teacher performance appraisal
  - iv) Section 264.1 Duty of teachers and designated early childhood educators to co-operate, etc.
- b) Regulations under the Education Act:
  - i) Regulation 298: Operation of Schools – General
  - ii) Regulation 298 (20): Duties of Teachers
- c) Ontario Colleges Acts (for example):
  - i) College of Teachers Act
  - ii) Early Childhood Educators Act
  - iii) College of Social Workers and Social Service Workers
  - iv) College of Speech-Language Pathologists
  - v) College of Trades
- d) Child and Family Services Act:
  - i) Section 72: Duty to Report
- e) Teaching Profession Act:
  - i) Section 12(2): Reporting sexual abuse

- ii) Section 18(1)(b): Adverse report
- f) Employment Regulation Standards Act 2000:
- i) Section 54: Termination and Severance of Employment

## 2.2 Related Board Policies and Procedures:

- a) HR-4010/4011 Ontario Human Rights Code: Prevention and Resolution of Employee Discrimination and Harassment Policy and Procedure.
- b) HR-4019/4020 Criminal Record Check and Offence Declarations Policy and Procedure.
- c) HR-4030/4031 Ontario's *Occupational Health and Safety Act*: Prevention and Resolution of Workplace Harassment Policy and Procedure.
- d) HR-4521/4522 Ontario's *Occupational Health and Safety Act*: Prevention and Resolution of Workplace Violence Policy and Procedure
- e) OP-6505/6506 Reporting and Investigation of Suspected Child Maltreatment Policy and Procedure.
- f) OP-6020/6021 Code of Conduct
- g) BU-3035/3036 Appropriate Use of Information/Communication Technology and Technology Services

## 2.3 Collective Agreements and Terms and Conditions of Employment.

# 3.0 TERMS AND DEFINITIONS

## 3.1 PROGRESSIVE DISCIPLINE

Progressive Discipline is a series of increasingly serious steps, ranging from a recorded verbal warning to termination of employment that the employer initiates in order to correct unacceptable behaviour or conduct.

## 3.2 INAPPROPRIATE CONDUCT

Inappropriate conduct refers to behaviour for which the employee is responsible and which is deserving of corrective or disciplinary action. Inappropriate conduct includes, but is not limited to, the following: improper release or disclosure of student information, breach of confidentiality, sexual misconduct, harassment, abuse of a student, inadequate supervision, and/or conduct that negatively affects the reputation of the Board.

## 3.3 PROFESSIONAL MISCONDUCT

Professional misconduct refers to the failure of a licensed professional to meet the accepted standards of practice. Professional misconduct includes but is not limited to the following: failure to maintain the standards of practice of the profession, improper release or disclosure of student information, breach of confidentiality, sexual misconduct, harassment, abuse of a student, inadequate supervision, and/or conduct unbecoming of the profession.

### 3.5 CULPABLE BEHAVIOUR

Culpable behaviour refers to behaviour that does not conform to expectations and includes, but is not limited to tardiness, unsubstantiated absenteeism, dishonesty, inappropriate communications/interactions with others, inappropriate use of computer technology, insubordination, breach of Board policy or procedure, and criminal offences such as theft, forgery, or assault.

### 3.6 SUBSTANDARD PERFORMANCE

Substandard performance refers to performance that does not meet the standards of the Board and is evaluated as part of the performance appraisal process. Substandard performance is **not** addressed in this procedure.

### 3.7 EMPLOYEE AND STUDENT RELATIONSHIPS

Employee and student relationships refers to the professional and appropriate relationships staff are expected to maintain with students. This responsibility extends to students in the employee's class, school, throughout the school system, and to other students for whom an employee is considered to hold a position of trust. The responsibility to maintain an appropriate relationship lies with the employee, and does not rest with a student, even if a student attempts to initiate an inappropriate relationship. It is expected that this professional and appropriate boundary be respected for a minimum of eighteen months after the student graduates from or leaves the system, at which time the former student must have attained a minimum age of eighteen (18).

Inappropriate and/or sexual relationships include, but are not limited to, sending intimate letters, making telephone calls of an inappropriate personal nature, engaging in sexualized dialogue through the internet or other electronic devices, making suggestive comments, or dating a student.

## 4.0 ADMINISTRATIVE PROCEDURE

In general, there are five potential steps within the progressive discipline process. However, it is recognized that each situation is unique and that responses will have to be considered in light of all of the circumstances. There are no rigid or arbitrary rules of application. Serious situations may result in immediate and significant disciplinary consequences.

The imposition of consequences for culpable behaviour is discipline and immediate correction of the culpable behaviour is expected with no time for improvement necessary.

In general, the five potential stages of discipline in the process are:

- a) Recorded Verbal warning;
- b) Letter of reprimand;

- c) Suspension;
- d) Demotion and/or transfer;
- e) Dismissal.

It is recognized that there may be non-disciplinary steps taken before formal discipline occurs. This could include but is not exclusive to:

- a) Verbal, written or email reminder, caution or clarification;
- b) A Letter of Expectation which clearly states what is expected of the individual (rule, policy, procedure, practice) in non-disciplinary language (see *Appendix B* for sample wording).

- 4.1 The Board is responsible for employing quality staff who conduct themselves appropriately and professionally in its workplaces. It is the responsibility of all employees to consistently carry out their responsibilities in a co-operative and professional manner, working in compliance with Board policies and procedures, collective agreements, the Education Act, and other related legislation such as the Employment Standards Act, the Occupational Health and Safety Act, and, where applicable, the Human Rights Code.
- 4.2 The Board strives to facilitate good working relationships between and among its staff as well as to foster work excellence and job satisfaction.
- 4.3 The Board believes that its employees are responsible, trustworthy, and capable of making decisions appropriate to their sphere of responsibility.
- 4 Respect and trust in a working environment is achieved by fair, objective and consistently implemented disciplinary procedures, including fair investigation techniques.
- 4.5 Disciplinary action taken must be consistent with the concept of “just cause”.
- 4.6 It is the general approach of the Board to correct inappropriate behaviour, not punish it. The emphasis should be on identification and isolation of problem situations in a supportive and non-intrusive manner before formal corrective action is undertaken.
- 4.7 It is the belief of the Board that clear guidelines and procedures will ensure fair and consistent treatment of all employees.
- 4.8 Employees must be aware of the expectations of the employer, the reasons for the corrective action, and possible future consequences of any repetition of the prescribed behaviour. Efforts should be made to ensure that the employee understands that discipline is the result of his/her own actions.
- 4.9 Most incidents of culpable behaviour are unique; therefore, responses to such behaviour will have to be considered in light of all of the circumstances. There can be no rigid or arbitrary rules of application.

- 4.10 Inappropriate or unacceptable behaviour that is not addressed effectively by the Board lowers the standards in the workplace, acts as a disincentive for other employees, and is potentially a poor model for students.
- 4.11 Failure to respond to inappropriate or unacceptable behaviour could serve as an excuse to other employees who act in a similar fashion.
- 4.12 MANAGEMENT RIGHTS
- 4.12.1 The power of the employer to discipline employees in a union/federation environment is usually derived from the “management rights” provision in collective agreements and the common law rights of the employer.
- 4.12.2 Management rights include but are not limited to the right to hire, assign, transfer, promote, discipline, demote, and dismiss.
- 4.13 EMPLOYEE REPRESENTATION
- 4.13.1 Unionized employees have the right to union consultation or representation at any meeting of a disciplinary nature.
- 4.13.2 Non-unionized employees may have a non-legal representative present at any meeting of a disciplinary nature.
- 4.14 INVESTIGATION OF COMPLAINTS OR ALLEGATIONS AGAINST AN EMPLOYEE
- 4.14.1 In responding to all matters which will potentially lead to disciplinary action, administrators, supervisors and managers must involve the appropriate Supervisory Officer and the Human Resources Administrator, and work with them throughout the process.
- The Human Resources Department will be responsible for the investigation of complaints or allegations against an employee.
- 4.14.2 Matters which may be criminal in nature should be reported to police by the Human Resources Administrator, or designate. Several Board policies and procedures also contain mandatory procedures for investigations that may differ from these guidelines (e.g. HR-4010/4011 Ontario Human Rights Code: Prevention and Resolution of Employee Discrimination and Harassment Policy/Procedure; OP 6505/6506 Reporting and Investigation of Suspected Child Maltreatment Policy and Procedure).
- 4.14.3 a) In situations involving alleged physical or sexual abuse of a minor, consideration must be given to the “duty to report” under section 72.1 of the Child and Family Services Act as well as TLDSB Procedure OP-6505.

- b) In situations involving a member of the College of Teachers, consideration must be given to the duty of the Director of Education, to report to the College of Teachers as per Section 43.3 of the Ontario College of Teachers Act, 1996.

The teacher and union, as a courtesy, will normally be notified of such a report. The employer, however, has no obligation to notify the teacher or union.

- c) In situations involving a member of another College, consideration must be given to report to the College. The employee and union, as a courtesy, will normally be notified of such a report. The employer, however, has no obligation to notify the employee or union.

4.14.4 In certain circumstances an employee may be placed, at the employer's discretion, at an alternate work site or on home assignment during the investigation. The period of time during which the employee is placed at an alternate location will be with pay, under the condition that the employee is readily available to attend meetings related to the investigation. The employee may be assigned duties related to his/her job that can be completed at the alternate location or on home assignment during the investigation.

4.14.5 Detailed documentation must be kept throughout the process. It must include:

- a) Details of the initial complaint or allegation;
- b) Dated copies of any written correspondence;
- c) Detailed notes of interviews and meetings which include the date, names of those present, purpose, expectations, and other pertinent details if applicable;
- d) A record of any other relevant communication (e.g. police contact).

4.14.6 Conducting the investigation:

- a) The requirement of the employer, to investigate allegations is separate from any other investigation which may be occurring. The employer has an obligation to investigate, form an opinion, and take appropriate action to ensure a safe, healthy and productive workplace.
- b) Complaints and allegations must be investigated promptly, professionally, and without bias.
- c) The employee must be informed of the investigation and of his/her right to appropriate representation.

4.14.7 Interviewing witnesses (if applicable) to clarify the facts:

- a) Two people at the management level should be present at the interview;

- b) Detailed notes must be taken;
- c) A similar format should be followed for each interview;
- d) Questions should be non-leading;
- e) Witnesses should be interviewed separately;
- f) Confidentiality or anonymity should not be guaranteed but it should be indicated that every effort will be made to protect the privacy of individuals;
  - o If a teacher is making an adverse report on another member, except in the area of sexual abuse as per the Teaching Profession Act, S.12 (2), he/she should be reminded of his/her obligations under the Teaching Profession Act, S. 18.1 (b).
- g) Each interviewee should be asked to identify other sources of information that would assist in clarifying the facts;
- h) If interviewing a student, consideration should be given as to whether a trusted adult, preferably not a staff member, should be with the student to provide support. If age appropriate, students should be asked to write a statement and sign it.

#### 4.14.8 Interviewing the employee under investigation:

- a) Notify the employee in advance of the purpose, the date, time and location of the interview;
- b) Inform the employee that he/she may wish to seek appropriate representation;
- c) Give the employee factual information and allow him/her to give his/her account of the incident(s);
- d) Maintain accurate and factual notes of the information reported during the interview. Use concrete, sensory facts to record information (e.g. what was seen, heard, tasted, smelled etc.), do not include conjecture, opinion, speculation and do not draw conclusions.

#### 4.15 FOLLOWING THE INVESTIGATION

- 4.15.1 At the conclusion of the investigation the results of the investigation will be forwarded to the Human Resources Administrator. Following review of the results of the investigation by the Human Resources Administrator, in consultation with Director's Council, a decision must be made regarding whether culpable behaviour occurred.

In making this decision, the test to be applied is that of "balance of probabilities". This is not the same as "proof beyond reasonable doubt". If the evidence indicates that an event likely happened, then it will be concluded to have happened. If it is likely that it did not happen, then the employee receives the benefit of the doubt.

- 4.15.2 If there is insufficient evidence of culpable behaviour or if it is determined that discipline is not warranted, the employee must be informed, in writing, that the allegation was not substantiated.

4.15.3 If there is evidence of culpable behaviour, a decision must be made as to whether an employee should be informally counseled or formally disciplined. If formal discipline is warranted, the specific action to be taken must be decided upon. There are several questions that should be considered before the determination of action to be taken is made:

- a) Did the employee have knowledge of the rule or practice breached?
- b) Considering all of the circumstances, did the employee neglect his/her duties or responsibilities?
- c) Did the employee violate any rules or practices and were there harmful or potentially harmful consequences for the Board, its employees and/or its students?
- d) Are there any mitigating circumstances?
- e) Has the employee been given the opportunity to explain or deny the conduct with appropriate union or other representation present?
- f) What is the length of service of the employee?
- g) Is there a past disciplinary record?
- h) Is the discipline being considered consistent with Board responses in other similar situations?

4.15.4 The Human Resources Administrator, or designate must advise the employee that the conduct is unacceptable and that repetitions of such behaviour will have consequences for the employee. Incidents may result in disciplinary action that does not necessarily follow the progressive sequence outlined below.

#### 4.16 STAGES OF PROGRESSIVE DISCIPLINE

Each case must be considered separately to determine the seriousness of the issue and to identify the stage at which discipline will be initiated.

4.16.1 Recorded Verbal Warning: if the seriousness of the issue warrants this step, a meeting will be held at which a verbal warning will be issued. A written record of the warning will be made and forwarded to the Human Resources department for inclusion in the personnel file. (See sample format: Appendix C.)

- a) The employee must be invited to have a union or other appropriate representative at the meeting.
- b) Discussion at the meeting must include:
  - i) An explanation of the steps in progressive discipline;
  - ii) A recap of the initial cautions or reminders, if applicable;
  - iii) A clear outline of the issue with specific dates, times and examples of the problem;
  - iv) Specific expectations for correction/improvement;

- v) Consequences and next steps should correction/improvement not take place.
- c) Documentation of the meeting will include:
  - i) The specific material facts such as date, time, place, and actions of the individual involved;
  - ii) The reason for the verbal warning with reference to specific documents, if applicable (e.g. Education Act, collective agreement, Employment Standards Act);
  - iii) Reference to any previous cautions or reminders;
  - iv) Statement that the letter constitutes a disciplinary record of the warning;
  - v) Action expected to be taken by the employee and time frame for review;
  - vi) Further consequences, up to and including dismissal, should such action not be taken or should the employee repeat the behaviour(s) responsible for the warning;
  - vii) The recorded verbal warning must be signed by the administrator or supervisor and copied to the employee, the appropriate superintendent, the Human Resources Administrator and the union (if applicable);
  - viii) A copy of the recorded verbal warning will be placed in the employee's personnel file and, if applicable, the employee data file at his/her worksite;
  - ix) The employee may direct a request to the Human Resources Administrator, in writing, that the record be removed from his/her personnel file, subject to the provisions in the relevant collective agreement or, for non-union employees, following a minimum time period of two years. Removal of the record will be at the discretion of the Human Resources Administrator

4.16.2 Letter of Reprimand: If the behaviour does not improve or if the seriousness of the issue warrants this action, a letter of reprimand will be issued by the Human Resources Administrator, or designate.

- a) A meeting with the employee must be convened. The employee must be invited to have a union or other appropriate representative at the meeting.
- b) At the meeting, the employee is told that he/she is being formally disciplined and that a letter of reprimand will be placed in his/her central personnel file.
- c) The letter of reprimand must state:
  - i) The specific material facts such as date, time, place, and actions of the individual involved;
  - ii) The reason for the reprimand with reference to specific documents, if applicable (e.g. Education Act, collective agreement, Employment Standards Act);

- iii) Reference to any previous disciplinary action (e.g. recorded verbal warning) or non-disciplinary actions (reminder/caution/clarification of expectation);
  - iv) Statement that the letter constitutes a reprimand;
  - v) Action expected to be taken by the employee and time frame for review;
  - vi) Further consequences, up to and including dismissal, should such action not be taken or should the employee repeat the behaviour(s) which resulted in the reprimand.
- d) The letter of reprimand must be signed by the Human Resources Administrator, or designate and copied to the administrator or supervisor, the employee, the appropriate superintendent, and the union (if applicable).
  - e) A copy of the letter of reprimand will be placed in the employee's personnel file and, if applicable, the employee data file at his/her worksite.
  - f) The employee may direct a request to the Human Resources Administrator, in writing, that the letter be removed from his/her personnel file as per provisions in the collective agreement, or for non-union employees, following a minimum time period of two years. Removal of the letter will be at the discretion of the Human Resources Administrator.

4.16.3 Suspension Without Pay and/or Demotion: If the employee's behaviour does not improve, or if there is a significant issue that requires disciplinary action of a serious nature, the employee may be suspended and/or demoted. A disciplinary suspension without pay is a temporary removal from the workplace by the employer which is imposed as a disciplinary consequence. A demotion is a permanent reassignment to a job within the Board at a lower level of responsibility and remuneration than the current job of the employee.

- a) A meeting with the employee and appropriate representation must be convened. The employee must be invited to have a union or other appropriate representative at the meeting.
- b) The employee must be told that he/she is being suspended and/or demoted, the reason for the suspension and/or demotion and, in the case of suspension, the length and conditions of the suspension as well as expectations of the employee upon returning to the workplace.
- c) A letter from the Human Resources Administrator, or designate informing the employee of the suspension and/or demotion must be written and issued to the employee. The letter must include:

- i) The specific material facts such as date, time, place, and actions of the individual involved;
  - ii) The reason for the suspension or demotion with reference to specific documents, if applicable (e.g. Education Act, collective agreement, Employment Standards Act);
  - iii) Details relating to the suspension or demotion (e.g. length of suspension, description of new position);
  - iv) Reference to any previous disciplinary action (e.g. recorded verbal warning, letter of reprimand) or non-disciplinary actions (reminder/caution/clarification of expectation), if applicable;
  - v) Action expected to be taken by the employee and time frame for review;
  - vi) Further consequences, up to and including dismissal, should such action not be taken or should the employee repeat the behaviour(s) responsible for the suspension or demotion;
- d) If appropriate, a separate written “corrective action plan” may be developed in consultation with the employee and the union (if applicable) which includes specific expectations, actions to be taken and a timeframe for review. This plan should be included and referenced as an attachment to the letter. The letter must be copied to the employee, the supervisor, the Human Resources Administrator and/or the appropriate superintendent, if applicable, and the union, if applicable.
- e) A copy of the letter will be placed in the employee’s personnel file.
- f) The employee may direct a request to the Human Resources Administrator, in writing, that the letter be removed from his/her personnel file as per provisions in the relevant collective agreement or, in the case of non-union employees, following a minimum time period of two years. Removal of the letter will be at the discretion of the Human Resources Administrator.

4.16.4 Just Cause Dismissal: will be considered if the progressive discipline process thus far is unsuccessful, or if there is a significant issue or incident which is cause for dismissal.

- a) Before the decision to terminate is made, all aspects of the situation will be reviewed in order to ensure that all necessary steps were taken. There should be the ability to demonstrate that:
- i) The employee knew what was expected;
  - ii) The employee was informed verbally and in writing of the deficiencies;
  - iii) The employee did not sufficiently remedy the problem(s);
  - iv) The employee knew that employment was at risk;

- v) The employee ignored or continued to fail to meet job expectations.
- b) A formal disciplinary meeting must be convened, which includes appropriate representation for the employee. The employee must be informed, in advance of the meeting, that his/her employment status with the Board will be discussed at the meeting. At the meeting, the employee will be told of the decision to terminate and the reasons for that decision.
- c) The Director of Education will make the final decision regarding termination of employment for "just cause". This decision will be brought forward to Trillium Lakelands District School Board at its next regular meeting.
- d) The Director of Education, or designate shall inform him/her of the decision to terminate his/her employment and the reasons for this decision in writing.
- e) The Director of Education (or designate) shall ensure that the employee receives a Record of Employment, relevant information regarding salary, benefits and vacation pay, and any outstanding monies owed to him/her by the Board.

## **5.0 APPENDICES**

- 5.1 Distinguishing Between a (Non-Disciplinary) Letter of Expectation and a (Disciplinary) Letter of Reprimand
- 5.2 Non-Disciplinary Letter of Expectation
- 5.3 Recorded Verbal Warning (Disciplinary)

## Distinguishing Between a (Non-Disciplinary) Letter of Expectation and a (Disciplinary) Letter of Reprimand

	<b>Letter of Expectation</b>	<b>Letter of Reprimand</b>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify or clarify expected behaviour in performance of job duties</li> </ul>	<ul style="list-style-type: none"> <li>To correct poor performance or undesirable behaviour; assumption is that discipline is needed to achieve correction</li> </ul>
<b>Employer's Intention</b>	<ul style="list-style-type: none"> <li>To be helpful and supportive; examples used would only be for the purpose of clarifying acceptable behaviour</li> </ul>	<ul style="list-style-type: none"> <li>To invoke discipline to address culpable conduct by employee;</li> <li>The specific basis for the discipline must be explained (e.g. infraction of rule, policy or standard)</li> </ul>
<b>Representation</b>	<ul style="list-style-type: none"> <li>No representation necessary</li> </ul>	<ul style="list-style-type: none"> <li>Employee must be advised that he/she has the right to involve appropriate representation (e.g. union)</li> </ul>
<b>Focus</b>	<ul style="list-style-type: none"> <li>Assumption is that behaviour will change in the future when the employee clearly understands what is expected</li> <li>Support for improvement may be offered (e.g. training)</li> <li>A review period may be set to monitor improvement</li> </ul>	<ul style="list-style-type: none"> <li>Expected behaviour is identified <b>and</b> consequences for behaviour are attached</li> <li>Reference to more serious consequences for repetition of the behaviour in future is included</li> </ul>
<b>Impact of Employee's Work Record</b>	<ul style="list-style-type: none"> <li>This letter may be used in future to demonstrate that the employee was aware of the employer's expectation;</li> <li>This letter may not be used as a foundation for future progressive discipline</li> </ul>	<ul style="list-style-type: none"> <li>The letter of reprimand is included in the employee's personnel file, subject to the provisions of the collective agreement (if applicable)</li> </ul>

## Non-Disciplinary Letter of Expectation (sample wording)

A letter of expectation could be used in circumstances where the employee might reasonably not have understood or known the expectation of the supervisor/principal. Clarifying the expectation in writing would preclude the employee from using the rationale of “not knowing” or “not understanding” the expectation in future circumstances. Because this letter is non-disciplinary and does not contain negative content, it can be kept in the employee’s work-site file and/or the personnel file and/or in the Human Resources Department.

It is critical that the spirit and content of the letter be non-disciplinary. Therefore, the content must not contain negative wording or details which would indicate that the individual has done something wrong.

### Sample #1:

Thank you for meeting with me on \_\_\_\_\_ to discuss the issue of student supervision. I would like to take this opportunity to clarify the expectation that you arrive at your designated location for yard duty on or before the assigned time and that you circulate throughout the area. Your compliance with this expectation will help to ensure the safest possible environment for our students.

### Sample #2:

Thank you for meeting with me on \_\_\_\_\_ to discuss school policy regarding communication with parents. I would like to take this opportunity to clarify the expectation that, as home-room teacher, you will contact the parent after two or more instances of misbehaviour in class. Your compliance with this expectation will help ensure that parents are informed in a timely manner about their child’s behaviour at school.

### Sample #3:

Thank you for meeting with me on \_\_\_\_\_ to discuss expectations of a teacher regarding arrival at school. I would like to take this opportunity to clarify the expectation that you be present in your classroom at least fifteen minutes before the commencement of classes. This expectation is clearly stated in the Education Act and Regulations, 2004, Section 20 (d):

- A teacher shall... unless otherwise assigned by the principal, be present in the classroom or teaching area and ensure that the classroom or teaching area is ready for the reception of pupils at least fifteen minutes before the commencement of classes in the school in the morning....

Your compliance with this expectation will ensure that your classroom is appropriately supervised and prepared for the day’s activities.

### Sample #4:

Thank you for meeting with me on \_\_\_\_\_ to discuss the student use of safety glasses during their woodworking classes. I would like to take this opportunity to clarify the expectation that, as the supervising teacher responsible for safety in these classes, you will ensure that students comply with the expectations established for use of safety glasses.

## RECORDED VERBAL WARNING (Disciplinary)

### Employee Information:

Employee Name: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Workplace Location: \_\_\_\_\_

Union Affiliation:  
(if applicable) \_\_\_\_\_

### Verbal Warning Meeting:

Date and Time of Meeting: \_\_\_\_\_

Individuals Present: \_\_\_\_\_

### Warning:

Further culpable behaviour will result in subsequent disciplinary action, up to and including dismissal.

### Summary of Unacceptable Action and Expectation in Future:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Previous Recorded Disciplinary Action (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Previous Non-disciplinary Actions (e.g. reminder, caution, clarification of expectation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_  
(to acknowledge receipt)

Supervisor/Principal Signature: \_\_\_\_\_

cc: Personnel File  
Union (specify – if applicable)  
Superintendent (specify)

**NOTE: This document is subject to the provisions of the appropriate collective agreement.**