



In the event of a serious violation of Prairie Rose School Division policy, Prairie Rose School Division reserves the right to bypass the steps of progressive discipline and terminate employment at any time during the process, even as a first action of discipline.

In the event that a Prairie Rose School Division employee violates policy, procedure, practice, or exhibits problematic behavior, the following procedures will apply:

### **Coaching/Consultation**

For minor infractions, a coaching/consultation meeting will be held to provide clear guidelines and expectations. During this meeting, the following will be discussed:

- Prairie Rose School Division expectations and the standards of conduct;
- Employee's action and how the action is in conflict with the stated expectations and/or standards of conduct and how the action affects the organization and employee's co-workers;
- Actions required for correcting the situation within a measureable timeframe.

The administrator/supervisor will document the meeting.

### **Progressive Discipline**

In the event that the informal coaching/consultation meeting fails to correct the situation, or where informal coaching/consultation is not applicable due to the seriousness of the offense, formal disciplinary action will be taken with the employee up to and including termination.

#### **Step #1 - First Written Warning**

In the event that employee behavior fails to improve following the coaching/consultation meeting, another meeting will be held and a written warning will be given. Employees will be offered the opportunity for a duly qualified union representative or advocate.

The written warning will:

- Outline a description of the offense;
- Describe how the offense contravenes Prairie Rose School Division policy or standards of behavior;
- Provide direction for correction, notification that the seriousness of the situation has increased, and;
- Provide notification that any further incidents will result in a review of their employment with the Prairie Rose School Division

The employee will sign the document, *Progressive Disciplinary Action - Written Warning*, indicating it has been reviewed with them. The signed copy will be forwarded to the Human Resources Manager to be placed in their personal file.

The employee will be provided with a copy of the document.



## **Step #2 - Performance Improvement Plan**

In the event that employee behavior fails to improve following a coaching/consultation/written warning, another meeting will be held and the employee will be required to complete and participate in a *Progressive Action – Performance Improvement Plan*. Employees will be offered the opportunity for a duly qualified union representative or advocate.

The Performance Improvement Plan will focus on the creation of goals and objectives with the intention of improving performance within a reasonable timeframe.

The Performance Improvement Plan should specify the consequence for failure to meet the goals and objectives stated in the Performance Improvement Plan and provide possible recommendation to Senior Administration.

The employee will sign the Performance Improvement Plan indicating it has been reviewed with them. The signed copy will be forwarded to the Human Resources Manager and placed in their personal file.

The employee will be provided with a copy of the Performance Improvement Plan.

## **Step #3 - Suspension**

When an employee is suspended for any reason, the employee will be provided with a description of the offense(s) and how the offense(s) violated Prairie Rose School Division policy and/or procedure. Employees will be offered the opportunity for a duly qualified union representative or advocate.

At this stage, the employee will be:

- suspended with or without pay;
- denied access to Prairie Rose School Division facilities, systems, and resources for the duration of the suspension and;
- provided with a suspension letter signed by Superintendent/CEO

## **Employment Suspension**

During the suspension, an employment review meeting shall be scheduled with the employee to discuss the employee's continued employment with Prairie Rose School Division.

If the employee fails to attend the employment review meeting, their action may result in immediate termination of employment for cause.

## **Step #4 - Termination of Employment**

In the event that the employee fails to comply with the Performance Improvement Plan, or where they commit another violation of Prairie Rose School Division policy, procedure, or practice, this may result in termination of employment for cause.



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### **Investigation and Documentation**

All violations or alleged violations of Prairie Rose School Division policy, procedures, or practice shall be investigated and documented by the administrator or department supervisor as per Prairie Rose School Division's organizational chart.

All measures taken in the progressive disciplinary process shall be documented, including verbal warnings, as per policy and procedures and with approved progressive discipline documentation templates.

Prairie Rose School Division shall retain the documentation in the employee's personnel file for reference and Human Resources purposes.

Prairie Rose School Division shall provide the employee with a copy of the documentation for their records.

### **Appeals**

In the event that an employee feels that they have been wrongfully accused, or disciplined, the employee may file a grievance as per appropriate collective agreement, or through the applicable Employment Standards Code, Human Rights Legislation and Manitoba Labour Relations Act.