

FORT LA BOSSE SCHOOL DIVISION

TITLE - **DISCIPLINE, SUSPENSION, AND
DISMISSAL OF SUPPORT STAFF**

POLICY - **GDQD**

Approval Date - 23/01/12

Cross Reference -

Resolution # - 29/12

Implementation - 23/01/12

Legal Reference -

Last Reviewed - 23/01/12

Employees will be given disciplinary warnings from their immediate superior in writing unless circumstances justify further discipline or discharge. All incidents must be reviewed with the appropriate Senior Administrator before any action is taken.

When an employee is being disciplined, he may choose to be accompanied by a member of the staff or a fellow employee.

Copies of all written warnings, suspensions or discharges will be forwarded to the employee and to the Division Office. The Division Office copy will be placed in the employee's personnel file.

