

Administrative Procedure 443

SUPPORT STAFF MISCONDUCT

Background

A support staff member's misconduct may warrant suspension or termination.

Definitions

Just Cause: is defined as any act that could seriously affect the operation or reputation of the Division. Examples of just cause include willful misconduct, disobedience, or deliberate neglect of duty, where these actions are not condoned by the employer.

Procedures

1. If a Principal/site supervisor has reasonable grounds to believe that a support staff member has been guilty of misconduct, the Principal/site supervisor may, with the guidance of the Superintendent/designate, suspend the support staff member without prior notice and without pay.
2. If an investigation of the support staff member's conduct substantiates just cause for dismissal, the Superintendent may proceed with termination of employment.
3. Just cause dismissal requires no prior notification.

Reference: Education Act 196, 197, 198, 199, 202, 204, 205, 222, 225 Alberta Employment Standards Code CUPE Collective Agreement Terms of Employment Freedom of Information and Protection of Privacy Act		
	Date Approved:	April 1, 2021
	Reviewed or Revised:	Executive: April, 2021

References shall be updated as required and do not require additional approval.