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| <b>Subject</b>                              | <b>DISCIPLINE AND DISCHARGE</b><br>(formerly titled "6.03 Letters of Censure / Discipline") |  |              |
| <b>Procedure Section</b>                    | <b>9 Service and Seniority</b>  |  |              |
| <b>No.</b>                                  | 9.03  |  |              |
| <b>Exempt Employment Policy References</b>  | Sr. Managers  | Section 20 (Censure, Suspension, Dismissal)        |              |
|   | Administrators  | Section 31 (Censure, Suspension, Dismissal)        |              |
|   | Excluded Support  | Section K (Termination)                            |              |
| <b>Collective Agreement References</b>      | Faculty   | Article 36 (Censure, Suspension, and Dismissal)    |              |
|   | Vocational  | Article 48 (Discipline, Suspension, and Dismissal) |              |
|   | Support   | Article 37 (Dismissal, Suspension, Dismissal)      |              |
| <b>Forms &amp; Other Reference Material</b> | <a href="#">College and Institute Act, RSBC 1996</a>  |  |              |
| <b>Status of Approval</b>                   | Approved  | 13-June-2013                                       | Chris Rawson |

**PREAMBLE:**

The *College and Institute Act*, the College's employment policies and collective agreements have provisions dealing with discipline and discharge for just cause. The following procedure outlines the process to be followed for discipline and discharge in order to ensure that the lines of communication and authority are clear.

**PROCEDURE:**

1. The Director, Human Resources, or designate will be consulted by supervisors prior to any disciplinary action being taken against an employee.
2. Letters of censure/warning to an employee may be signed by the employee's designated supervisor.
3. Letters of suspension to an employee will be signed by the President or designate, who will report the matter to the Board.
4. Letters of dismissal to an employee will be signed by the President or designate who will report the matter to the Board.
5. An employee who has received a letter of censure/warning or suspension may, subject to the terms of the relevant employment policy or collective agreement, apply to the Director, Human Resources, or designate to have such letter of censure/warning or suspension removed from his or her personnel file.
6. The Director, Human Resources, or designate is responsible for making decisions to remove letters of censure/warning or suspension from an employee's personnel file.