



**Devon Intermediate School**  
*Te Kura Takawaenga o Ngāmotu*

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## **STAFF DISCIPLINE POLICY**

**No 308**

### **Rationale**

In dealing with issues of staff discipline it is important that the Board acts in a fair and reasonable manner as a good employer. Procedures for dealing with discipline issues must be equitable, consistent, and open.

### **Policy Statement**

The Board will comply with all regulations and the provisions of relevant collective or individual contracts where procedures related to discipline, competence and dismissal are deemed necessary.

### **Guidelines**

1. All reasonable efforts will be made by the principal and Board to resolve issues at as early a stage as possible.
2. A system of verbal and written warnings will be used as disciplinary measures. Verbal warnings will precede written warnings. All warnings will be placed on the staff member's file.
3. Staff members facing alleged breaches of discipline or competence will be advised in writing of the nature of the issue and of the right to request representation at any stage.
4. Where necessary the Discipline Committee of the Board will meet to discuss matters of staff discipline.
5. The principal will consult with the Presiding member of the Board prior to making any decision to invoke relevant clauses of the various contracts relating to discipline or suspension of staff.
6. In dealing with alleged breaches of conduct or of staff competency all appropriate steps as laid down in relevant contracts will be followed.

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Ratified by Board: 6 June 2023	Next Review: June 2026
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