

Waterford Academy Of Education

Staff Disciplinary Procedure

Introduction

All employees of WAE are provided with a Staff Handbook and a copy of all the Academy Policies and Procedures. While the general contents of these will be summarized during Staff Induction, staff are expected to read them and to make themselves fully aware of what is expected of them in terms of behaviour, performance and standards.

The Director of Studies has the responsibility for ensuring that these standards are met at all times.

The primary aim of this procedure is to help employees, whose conduct or performance falls below company requirements, to achieve the necessary improvements.

It is the policy of WAE to apply the procedure as reasonably, fairly and consistently as possible.

Procedure

1. In the first instance the individual will be asked to attend a Counselling Interview with the Director of Studies where the transgression is made clear, the standard of performance outlined and a verbal reprimand may be issued.
2. In the second instance, the matter will be referred to the Executive directors of the Academy. Full details of the offence and any action taken will be provided by the Director of Studies. A written warning will be issued explaining the nature of the offence, future performance standards required and that further offences will lead to suspension or dismissal.
3. In the final instance the employee will either be suspended or dismissed. Notice of this will be given to the employee at a meeting with the executive directors and in writing. The employee will be advised of his/her right to appeal.
4. In the case of an appeal, advice from an external HR expert will be sought.

This procedure will apply to all breaches of WAE rules or standards not constituting gross misconduct. These include, but are not limited to the following:-

- ✓ Poor time keeping
- ✓ Poor attendance
- ✓ Lack of co-operation
- ✓ Unauthorised absence
- ✓ Unacceptable work performance
- ✓ Breaches of Safety regulations
- ✓ Victimisation of students
- ✓ Failure to adhere to the agreed curriculum
- ✓ Ordering goods on behalf of WAE without prior written permission
- ✓ Failure to maintain accurate student records
- ✓ Failure to adhere to deadlines in relation to examination setting and marking
- ✓ Disclosure of examination contents to students
- ✓ Disclosure of examination results to students prior to Examination Board ratification.
- ✓ Harrassment of students or fellow employees (in this case there is a specific procedure)

Gross Misconduct

Gross misconduct is conduct of such a serious nature that WAE cannot tolerate keeping the employee in its employment. For the protection of the company and its staff and students, any employee guilty of gross misconduct may be dismissed summarily.

Examples of gross misconduct include, but are not limited to, the following:-

- ✓ Violation of a criminal law
- ✓ Consumption, possession and /or being under the influence of alcohol or illegal drugs in, or immediately prior to entering, the workplace
- ✓ Threats or acts of physical violence
- ✓ Malicious damage to company property
- ✓ Theft from the company or its employees or students,
- ✓ Falsification of records.
- ✓ Disclosure of confidential records.

Before any action is taken, the company will thoroughly investigate the case, during which time the employee will be suspended. After such an investigation the employee will attend a meeting with the Directors of the Academy where he / she will be given an opportunity to state his / her case and advised of the right to appeal. He / she may be accompanied by a friend, legal or union representative.

Should the company still believe the employee was guilty of gross misconduct, he / she will be dismissed and provided with a letter outlining the nature of the offence and the reasons for dismissal.