

*Educational excellence and Catholic Values*

# Policy Statement

## Discipline Policy for Employees

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Issued by: Employment Relations

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**Catholic Education**  
Diocese of Parramatta

# Discipline Policy for Employees

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## EMPLOYEE DISCIPLINE POLICY

### Related Documents:

- The awards pertinent to employees in the Parramatta Catholic education system contain clauses addressing dispute procedures, suspension and termination
- *Addressing Unsatisfactory Performance Policy & Procedure* (2008)
- *Discipline Procedures for Employees* (2008)
- *Maintaining Right Relations* (2008)
- *Child Protection Kit*

*Issued on behalf of the Parramatta Catholic education system and the Independent Education Union.*

Signed:   
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**Gregory B Whitby**  
Executive Director of Schools  
Diocese of Parramatta

Signed:   
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**Dick Shearman**  
General Secretary  
NSW/ACT Independent Education Union

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## Introduction

The Catholic education system, Diocese of Parramatta has a responsibility to foster a working environment in which quality education is provided in a manner consistent with the objectives of Catholic education.

Quality education is most likely to be provided where there is recognition, encouragement and support for the professional attitudes, rights and development of employees and the industrial rights of all parties.

If there are concerns about an employee's performance or conduct they will have been advised of these and have the opportunity to respond to the concerns raised. Where conduct is not satisfactory, an employee will be assisted to address the areas of concern. An employee will be advised about what action will be taken if they fail to improve their performance or conduct.

When a disciplinary matter arises, it may be sufficient for the supervisor to advise the employee about the concern and discuss the issue with them with the objective of encouraging the employee to address the issue. It may be that an employee is not aware of the conduct that is required and a clear explanation from the supervisor is all that is needed.

It is not essential for all problems to be brought to an employee's attention in writing. However it may be important for the supervisor to confirm oral advice in writing.

In cases of unsatisfactory performance of duties, the employee is assisted to address the areas of concern using the developmental process, *Addressing Unsatisfactory Performance*.

If the development process, *Addressing Unsatisfactory Performance*, does not result in satisfactory performance, the matter will be referred to the head of staff services and the *Discipline Procedure for Unsatisfactory Performance* will be followed.

In serious cases of alleged misconduct or repeated cases of misconduct the matter will be referred to the head of school services and *the Discipline Procedure for Serious Misconduct* will be followed.

## Scope of the Policy

This policy applies to all employees of the Catholic education system, Diocese of Parramatta. The policy shall be implemented in accordance with appropriate industrial legislation and the relevant award and/or enterprise agreement.

## Underlying Principles

The Parramatta Catholic education system is committed to:

- Providing quality learning and teaching as students are our first priority
- Developing an educational and organisational culture, which is 'inviting, inclusive and just'
- Providing all staff with 'appropriate growth-promoting development opportunities'
- Developing 'communities in which relationships are characterised by mutual regard, forgiveness and Christian hope'

Therefore:

- A discipline process is instigated to address conduct which impedes the provision of quality teaching and learning

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- Disciplinary matters are managed confidentially, respectful of the persons involved
- Disciplinary matters are addressed in a timely and effective manner
- All parties in a disciplinary process are treated fairly and impartially
- The disciplinary process is fair (procedural fairness) and the final decision on action to be taken is fair (substantive fairness)
- A person facing a disciplinary process is entitled to know detailed information about the matter and to have an opportunity to respond (natural justice)

### Associated Documents

The awards pertinent to employees in the Parramatta Catholic education system contain clauses addressing disputes procedures, suspension and termination and disciplinary matters. Such matters will be handled in accordance with the requirements of the relevant award.

Complaints of harassment are addressed through the procedures outlined in *Maintaining Right Relations 2008*.

Complaints which may constitute an allegation under the *Ombudsman Act 1974* or the *Children and Young Persons (Care and Protection) Act 1998* are addressed through the protocols outlined in the *Child Protection Kit*.

*Addressing Unsatisfactory Performance Policy and Procedures* outlines a formal development process for dealing with unsatisfactory performances where usual supervisory processes have not been successful.