



NICFA CORRECTION AND DISCIPLINE POLICY

Policy Statement

There may be times when North Island College Faculty Association Council members, NICFA representatives, or Association members engage in behaviours that are contrary to the Association's Constitution and Bylaws or policies.

Policy Scope

The Association's representatives have the right and responsibility to address conduct that contravenes the Association's Constitution & Bylaws or its policies. The Executive shall do this informally, whenever possible, and implement correction or discipline fairly, transparently, supportively, and in line with principles of natural justice. Issues shall be tackled with the least amount of intervention, correction or discipline possible given the totality of circumstances. This should be progressive and should minimize material consequences as much as possible.

Responsibilities & Procedures

If there is a determination that a policy violation has occurred, two members of the Executive, excluding any members who are involved in the complaint or its investigation, shall initiate a decision about the appropriate corrective and/or disciplinary action to be taken against the respondent(s) based on the circumstances, up to recommendation of suspension of privileges or expulsion from the union position. These will be considered by the Council (Executive and Stewards) in line with the Constitution and Bylaws. There should be as little correction as possible while addressing the problem or harm as justly as possible for all parties. Decisions must be made in a fair and reasonable manner for all parties, attempting to provide remediation for individuals who have experienced discipline.

Before deciding on an outcome, respondent(s) as well as any potential complainant(s) shall have an opportunity to address the Council and respond to the findings. Either party may only appeal the decision when there are obvious factual errors for the decision. Any decision about discipline is subject to appeal by a respondent only.

Potential Corrective & Disciplinary Actions

The imposition of correction and discipline must be fair, progressive, commensurate with the behaviour, and consider all the circumstances. Responses may involve, but are not limited to, the following options:

- Informal verbal discussion by the Association's President or designate
- Formal written warning by the Association's President or designate
- Written reprimand by the Association's President or designate
- Restorative or reparation process
- Financial restitution
- Fines (picket line crossing only)
- Suspension of privileges (time-specific limitation on eligibility to vote, attend meetings, attend union events, hold a union position, or any other entitlements)
- Suspension from the NICFA position for determined amount of time
- Removal from the NICFA position

Discipline, but not corrective warnings, are subject to appeal pursuant to the Appeals Policy. Interim measures are not considered disciplinary, and therefore, not subject to appeal (as long as there are no financial implications).

The imposition of discipline shall not limit a member's right to access union representation, contract administration services, or relevant union information.

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