



**COISTE GAIRMOIDEACHAIS CHATHAIR CHORCAÍ**  
**CITY OF CORK VOCATIONAL EDUCATION COMMITTEE**

**DISCIPLINARY PROCEDURE - NON ACADEMIC STAFF**

**Disciplinary Procedures**

There are certain standards, both of work and behaviour, rules and regulations which must be kept if the school/college is to operate efficiently and effectively. If these are broken then there has to be a disciplinary procedure to deal with the situation.

Informal Stage

If your immediate supervisor is unhappy with your work or conduct, then he/she will arrange to meet you on an informal basis and discuss the problem with you. This discussion may cover, if appropriate;

- Why your behaviour/work appears to be unsatisfactory.
- How you might correct it and a timeframe within which to do so.
- Any support which might be provided to you by the School/College/Head of Department/Committee to correct the problem
- The seriousness of the issue and what might happen if there is no improvement or if offence is repeated.
- He/she will advise you that the situation will be monitored and will give you a date on which you will both meet again to review the situation.
- A agreed note of the discussions will be prepared by your immediate superior and a copy given to you.

This shall be seen as a counseling session and your immediate supervisor will keep a record of the incident. If the problem has been resolved by the time you both meet again to review the situation, your supervisor will destroy this note.

However, if the problem persists, then it will go to the Formal Warning Stage.

Formal Stage

1. Verbal Warning

- A full investigation is held.
- A meeting will be held between you, your employee representative and school/college/Head of Department management and you will be informed that the continuation of the problem is unacceptable.

- The problem will be discussed.
- A plan of how you are to correct the problem will be drawn up and a date for looking at the matter again will be set.
- A record of this verbal warning will be put on your personnel file and a copy given to you.
- The verbal warning will be kept on your personnel file for 6 months unless there is repetition before the date for looking at the matter again.

If there is no improvement in the situation, then it will go to First Written Warning Stage

## 2. First Written Warning

- A full investigation is held.
- A meeting will be held between you, your shop steward and school/college/Head of Department management and you will be informed that the continuation of the problem is unacceptable.
- The problem will be discussed.
- The meeting will set out what improvements you must make and in what time you must make them.
- A date will be set by which these will be reviewed
- A copy of the warning will be put on your personnel file and a copy given to you.
- The warning will be kept on your personnel file for 1 year unless there is repetition before the date for review.

If there is no improvement in the situation, then it will go to Final Written Warning Stage

## 3. Final Written Warning

- A full investigation is held.
- A meeting will be held between you, your shop steward, Union Official and school/college/Head of Department management with the Committee and/or other officer(s) deputed by the CEO. You will be informed that the continuation of the problem is unacceptable.
- The problem will be discussed.
- The meeting will again set out what improvements you must make and in what time you must make them.
- A date will be set by which these will be reviewed
- A copy of the final warning will be put on your personnel file and a copy given to you.
- The warning will be kept on your personnel file for 1 year unless there is repetition before the date for review.
- You will be warned that, unless improvement occurs, there is a possibility that you could be dismissed.

If after all this, the problem still persists, you may face suspension, with or

without pay, and finally dismissal.

These are the normal stages of the process. However, some conduct may be so serious as to warrant starting the process at a further stage in the formal Stage. Gross Misconduct can result in suspension and/or immediate dismissal.

At all stages of the formal process you are entitled to representation. You may also appeal any decision arising from the above stages through the grievance procedure.

A copy of the Committee's Disciplinary Policy and Procedure is available from your School/College Office, the Human Resources Department or your Employee Representative.