

DISCIPLINARY AND INEFFICIENCY PROCEDURES

1. Under Performance

ACT Department of Education and Community Services

Section P – Teaching as a Profession [especially clauses 102-106 inclusive] of the ACT Department of Education and Training Teaching Staff Union Collective 2007-2009 details the agreed procedures for dealing with under performance of teachers [see Working Conditions page on the Union's website].

It is important to note that inefficiency procedures can only be used after a Pathways to Improvement Plan has been unsuccessful and any mitigating circumstances have been considered. Note also the appeal rights outlined in Clause 106.

Section P Managing Under-Performance of the ACT DET Staff Union Collective Agreement 2007-2010 details the agreed procedures for dealing with under-performance of Schools Services Officers.

Canberra Institute of Technology

Section H – Managing Underperformance of the CIT Union Collective Agreement for Teaching Staff 2006-2009 details the agreed procedures for dealing with inefficiency [see EBA page on the Union's website].

It is important to note that inefficiency procedures can only be used after a Professional Improvement Plan has been unsuccessful [see Clause 75 of the CIT Agreement on the EBA page on the Union's website] and any mitigating circumstances have been considered. Note also the Appeal Rights under Section K of the CIT Agreement.

2. Discipline

The disciplinary procedures can have very serious consequences for those involved and from time to time our Union has been involved in supporting Disciplinary Appeals processes at considerable cost to ensure that these procedures have been carried out in a fair and equitable fashion.

Members are strongly advised to never attend a formal disciplinary or inefficiency interview alone. **Always** ensure that a member of the Sub-Branch Executive or a Union Organiser is also present.

The ACT DET Teaching Staff Union Collective Agreement 2007-2009 details disciplinary processes and procedures at Section E – Discipline [Clauses 30-38 inclusive].

The CIT Union Collective Agreement for Teaching Staff 2006-2009 details disciplinary processes and procedures at Section I – Discipline [Clauses 77-84 inclusive].

The ACT DET Staff Union Collective Agreement 2007-2010 details disciplinary processes and procedures for Schools Services Officers at Section Q – Misconduct and Discipline.