



# OSTA

Ottawa Student  
Transportation  
Authority

## Discipline, Suspension and Dismissal

Effective Date: June 27, 2011

<b>Policy Code – Version: H19 – V1</b>	
<b>Policy Name: Discipline, Suspension and Dismissal</b>	
<b>Approved</b> by motion of Board on	27/06/2011
<b>Cross Reference</b> H20 - Termination Policy	
<b>Related Forms</b>	

### Policy Statement

1. The Ottawa Student Transportation Authority (OSTA) shall apply discipline, suspension, and dismissal in a fair manner.
2. OSTA shall establish procedures that outline the application of discipline, suspension, and dismissal for all employees. Where there exists a conflict between this policy and the Collective Agreement or Union-Exempt Handbook, the Collective Agreement or Union-Exempt Handbook shall be followed. Where there exists a conflict with employment legislation, the legislation shall be followed.
3. Employees may be disciplined, suspended, or dismissed without notice for just cause.
4. OSTA delegates to the General Manager the authority to suspend an employee, with or without pay, for a period not to exceed twenty (20) working days.
5. The decision to dismiss an employee shall be made by the Board of Directors.