

## **SERIOUS MISCONDUCT BY EMPLOYEES**

**Instant dismissal without notice may result from serious misconduct**

### **Purpose**

To clarify for employees what the Board considers to be serious misconduct.

### **Definition**

Serious misconduct shall include but not be limited to:

- 1 Conviction of a serious offence under the Crimes Act 1961
- 2 Serious or gross misconduct in the course of performing duties including negligence.
- 3 Making untrue statements to the employer (Board) including statements in employment application forms or Curriculum Vitae or documents relating to sickness or absence.
- 4 Falsifying records.
- 5 Fighting with or assaulting another person during working hours or when responsible for students out of school hours or while representing the employer.
- 6 Being intoxicated with alcohol or under the influence of illegal drugs during working hours or when responsible for students or while representing the employer.
- 7 Being in unauthorised possession of, or causing wilful damage to, the employer's, other employee's or student's property.
- 8 Serious or persistent breach of the employee's obligations under the appropriate employment agreement.

Original Approved: 30.9.96

Last Reviewed: 2018

Next Review: 2020

## **Guidelines**

- 1 All matters concerning serious misconduct will be considered in accordance with the relevant employee's employment contract.
- 2 All allegations of serious misconduct will be fairly and properly investigated and recorded.
- 3 Procedural fairness and natural justice will be upheld in any matter.

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