

Advice and the use of the SNA Disciplinary Procedure

The Disciplinary Policy for all SNAs was agreed in 2011 and is set out in Circular 0072/2011. The only exception to this is SNAs employed in ETBs, where there is a separate agreed disciplinary policy.

These procedures ensure that SNAs can rely on a fair and transparent disciplinary procedure covering each stage of the disciplinary process including the investigation stage.

It is important that each school adheres to the provisions of this procedure which provides for union representation and basic fairness in how disciplinary allegations are dealt with.

If you are subject to a disciplinary investigation it is important to find out at the start what procedure the school intends to use.

If your Principal/Board of Management refuses to confirm that they will use Circular 0072/2011 (or the ETB policy for ETB SNAs), then they are not within the scope of the agreed disciplinary procedure and you are not obliged to co-operate with such a process.

You should then contact the union who will liaise with the school and we may issue you with a formal instruction not to co-operate with the disciplinary process until the school agrees to use the nationally agreed procedure.

