

CORPORATE POLICY

POLICY NO. 02-01-01	DEPARTMENT Administration
SUBJECT Progressive Disciplinary Action Policy	EFFECTIVE DATE April 12, 2010
APPROVED BY Resolution No. 115.2010	PAGES 1 OF 3
REPLACING/AMENDING NEW	DATE April 12, 2010

POLICY STATEMENT

It is the policy of The Corporation of the Municipality of Oliver Paipoonge to be patient, fair and tolerant in the administration of its employees, and to encourage employees to exercise self-discipline at all times in their conduct and performance. However, repeated, willful or inexcusable breaches of policies, standard operating practices or normal business ethics are not acceptable and shall be dealt with in accordance with the provisions of this Statement of Policy and Procedure.

Depending on the severity of the concern and the number of past occurrences, disciplinary action may call for any of five corrective steps – meeting protocol, verbal warning, written warning, suspension or dismissal of employment.

PURPOSE

The purpose of this Policy is to encourage consistent self-discipline and corrective action in the event of undesirable or unacceptable conduct, behaviour, or violations of policies, procedures or standard practices.

PRINCIPLE

Progressive Disciplinary Action

Department Heads, in conjunction with the CAO may determine when performance issues warrant disciplinary action as opposed to a coaching letter. Unlike records of disciplinary action, coaching letters are non-disciplinary and may remain on union employees' personnel files indefinitely.

When formal disciplinary censure is deemed necessary, it should normally follow progressive steps, which are:

1. Meeting Protocol

When it is necessary to hold a meeting for the purposes of any form of disciplinary action, the employee shall be advised in advance that they may have someone of their choice present. The supervisor shall also have another supervisor present. In the event no formal correspondence results (i.e. written warning), a memo to file shall be prepared by the supervisor outlining the discussion and placed in the Employee's Personnel File.

2. Verbal Warning

In instances where counselling is inappropriate or ineffectual a supervisor may issue a verbal warning to an employee outlining the nature of the supervisor's concern and the potential consequences if the actions leading to that concern are repeated and/or not rectified. A memo to file outlining and confirming that a verbal warning has been issued shall be placed on the Employee's Personnel File and a copy to the employee.

3. Written Warning

In instances where counselling is inappropriate or ineffectual a supervisor may issue a written warning to an employee outlining the nature of the supervisor's concern and the potential consequences if the actions leading to that concern are repeated and/or not rectified.

4. Suspension

In instances of ongoing disciplinary problems or in the event of a single incident a suspension may be the assessed disciplinary action and dependent upon the circumstance may be with or without pay, and may be immediate or scheduled. Any such disciplinary action shall be discussed and approved by the Chief Administrative Officer if and when possible, and in the cases where an immediate suspension is warranted the matter shall be discussed with the Chief Administrative Officer and the supervisor involved as soon as possible after the discipline has been issued.

5. Dismissal

Just cause for dismissal should be established. This action may be in response to a series of incidents or to one major problem. Normally, a Department Head will recommend a dismissal, which would be authorized by the Chief Administrative Officer.

In very exceptional circumstances, discipline may be initiated by immediate discharge. However, the reason for the immediate discharge must be extremely serious to warrant this action. The Chief Administrative Officer shall be notified verbally and in writing and approval of the Chief Administrative Officer must be obtained before dismissal action is taken.

In cases of dismissal, Council shall be informed of the action taken as soon as practically possible following such dismissal.

Examples of Just Cause

Incompetence (Gross)

Insubordination

Absenteeism (the record of absenteeism must be significant)

Dishonesty

Intoxication (unless there is a duty to accommodate under human rights laws)

Breach of Trust

Misrepresentation at Time of Hiring

Sexual Harassment

Assault

Possession of weapons, narcotics, illegal substances, controlled substances without prescription, or alcohol on Municipal property