

PROGRESSIVE DISCIPLINE POLICY FOR TOWN OF THESSALON EMPLOYEES

Overview: Progressive discipline is a process for dealing with job-related behaviour that does not meet performance standards. The primary purpose of progressive discipline is to assist the employee by identifying that a performance issue exists and to give them the feedback to correct the problem. The goal of progressive discipline is not intended as a punishment, but to assist the employee in overcoming difficulties and meet job expectations.

Purpose: To establish rules pertaining to employee conduct, performance and responsibilities so that all employees can conduct themselves according to certain rules of good behaviour and good conduct. The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards we have established for efficient and courteous service for our clients.

Policy: Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his/her performance. Factors to be considered are:

- How many different incidents are involved
- The seriousness of the incident
- The time interval and employee response to prior disciplinary action(s)
- Previous work history of the employee

Exceptions: For serious incidents, such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs or abuse of alcohol on company property, etc., termination may be the first and only disciplinary step taken. Any step or steps of the disciplinary process may be skipped at the discretion of the Town of Thessalon after investigation and analysis of the total situation, past practice, and circumstances.

Disciplinary Steps

Should there be a problem regarding the employee's adherence to the Town of Thessalon's policies, the employee will be given opportunities to change the unwanted behaviour.

1. The employee will be given a verbal explanation of the errant behaviour, including a reiteration of what the Town of Thessalon's policy is regarding the behaviour. In addition, the employee will be advised of the consequences of further infractions of the rule in question. If no further problems occur with regard to the issue raised at the verbal warning stage, no further disciplinary action will be taken.
2. If the problem persists, the employee will be given a written explanation of the errant behaviour, including a reiteration of what the Town of Thessalon's policy is regarding that behaviour. In addition, the employee will be advised that continuation of the problem will lead to suspension without pay for a stated period of time. As before, the employee will be given the opportunity to change the unwanted behaviour and, if the behaviour does not recur, no further disciplinary action will be taken.
3. If verbal and written warnings fail to bring about a change in the undesired conduct, the employee will be suspended and will be informed that further occurrences of the conduct will lead to the employee's immediate discharge, without additional warnings.

The Town of Thessalon reserves the right to bypass the disciplinary steps and base its disciplinary action on the severity, frequency or combination of infractions when circumstances warrant immediate action.

Documentation

The Town of Thessalon will document a disciplinary process beginning with the first verbal warning. A report of the disciplinary action will be retained in the employee's personnel file; however, if no further disciplinary action is required after 2 years, the report will remain as part of the employee's personnel file but will no longer be considered a part of the employee's record.

Should a challenge arise regarding the disciplinary action in the report, the report may be used in the ensuing grievance proceeding or arbitration.

Penalties for Specific Incidents

Group 1 incidents include:

- Being habitually tardy without reasonable cause
- Being absent without notification or excuse
- Leaving your job or your regular working place during working hours for any reason without authorization from your supervisor, except for lunch, rest periods
- Disorderly conduct on company property
- Immoral conduct or indecency on company property
- Leaving work before end of shift or not being ready to go to work at the start of shift without authorization
- Interfering with the work of other employees
- Inefficiency or lack of application of effort on the job
- Violations of agency policies and procedures
- Imperilling the safety of yourself, other employees, clients or the public
- Malicious gossip and/or the spreading of rumours

Penalties for Group 1:

- First incident: verbal warning
- Second incident: written warning
- Third incident: one day suspension without pay
- Fourth incident: three day suspension without pay
- Fifth incident: five day suspension without pay; and
- Sixth incident: termination

Group 2 incidents include:

- Gambling on company property
- Possession of narcotics, or consuming narcotics on company property
- Reporting for work in an intoxicated condition
- Responsibility for instigating fighting on company property
- Dishonesty or removal of another employee's property or company property without permission
- Wilful destruction of company property
- Insubordination- refusal to perform service connected with an employee's immediate supervisor or refusal to obey any reasonable order given by an employee's supervisor or by management
- Refusal to perform work
- Absence for two consecutive working days without notification to the agency or without acceptable excuse
- Theft
- Threats of violence
- Intentionally imperilling the safety of yourself, other employees, clients or the public (ie. a serious immediately dangerous safety infraction)

Penalties for Group 2:

- First incident: suspension or termination

Investigation suspension: An investigative suspension is a period during which time the employee is relieved of his/her job because of alleged serious misconduct.

An employee may be placed on investigative suspension when it is necessary to make a full investigation to determine the facts of the case.

If after the investigation:

- Discharge is warranted, the employee shall not be paid for the period of the investigative suspension- the discharge shall be effective on the date of the termination meeting.
- Misconduct is determined, but not of sufficiently serious nature to warrant the discharge, the employee shall receive a warning notice and forfeit pay lost as a result of the investigative suspension and may be placed on disciplinary suspension
- If no misconduct is determined, the employee shall return to work within the prescribed period and be paid for the time lost as a result of the investigative suspension

Crisis Suspension

A crisis suspension is given at the discretion of the manager when action must be taken immediately.

Discharge

When the employee is discharged as a result of a serious incident, or as the final step in an accumulation of infractions for which a warning notice or notices have been written, the employee will be discharged for cause instead of being given the option to resign, be laid off, or retire.

Dated: April 19, 2004

VERBAL WARNING FORM

Employee Name: _____

Date of verbal warning: _____

Specific offence or rule violation: _____

Specific statement of the expected performance: _____

Any explanation given by the employee or other significant information: _____

Supervisor's or designate's signature: _____

Date: _____

Discipline Documentation Form

Employee Information

Employee Name: _____

Position: _____

Incident Information

Date/Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

Previous conversation about the rule violation or performance problem: _____

Witnesses to Incident: _____

Was this incident in violation of an agency policy? **YES** **NO**

If yes, specify which policy and how the incident violated it. _____

Action Taken

What action will be taken against the employee? _____

Has the impropriety of the employee's actions been explained to the employee? **YES** **NO**

Did the employee offer any explanation for the conduct? If so, what was it? _____

Specific change in the employee's performance or behaviour that is expected: _____

Employee's comments: _____

Supervisor's comments: _____

Employee's signature _____

or

Employee was asked to sign this written warning on but declined to sign. _____

Supervisor's or their designate's signature _____

Date: _____