

		POLICY
---	--	---------------

SECTION: HUMAN RESOURCES		NO: HR-DI-01
REFERENCE: DISCIPLINE		Date: October 5, 2020
		Next Review Date: October 2022

TITLE: DISCIPLINE

1.0 POLICY

- 1.1 The City of Dryden recognizes its responsibility to provide efficient services to the public and expects that all employees will perform work in accordance with this objective. Employees received clear, unambiguous instructions on the code of behaviour and work performance expected. At times it may be necessary for management to impose disciplinary penalties against an employee who fails to adhere to this objective.
- 1.2 An employee who fails to observe rules and regulations and who, in general, exhibits inappropriate conduct may be subject to discipline.
- 1.3 Discipline will be administered in a fair and just manner and in accordance with the concept of progressive discipline.
- 1.4 Progressive discipline is meant to be corrective in nature inasmuch as the employee is disciplined as a warning that the employee's actions or non-actions are not acceptable. If the situation is not corrected, a more strict form of discipline can be expected.
- 1.5 Progressive discipline is not meant to infer that in all cases discipline must commence with a verbal warning. Indeed, in unusual cases the employee's misconduct may result in discharge being the first and final step. Each case shall be weighed on its own merits.

- 1.6 In all cases the employee will be given an opportunity to discuss the discipline with their respective manager(s) and where the employee is represented by a trade union, the employee will be entitled to union representation if they so choose.

1.0 POLICY Cont'd

- 1.7 All formal disciplinary action must be recorded in a letter (or on the form) with a copy to the Human Resources Department.

2.0 PROCEDURES

- 2.1 The supervisor/manager will identify to the employee promptly and positively that performance or conduct deficiency exists.
- 2.2 The supervisor/manager will investigate and obtain all pertinent facts concerning the work performance and conduct deficiency and document such.
- 2.3 The type of disciplinary measure that can be utilized will be established. Further, the supervisors/managers are responsible for completeness and accuracy of documentation that may be relied upon for discipline. Proper documentation is essential to the process of administering fair and reasonable discipline. All information shall be documented on the Discipline Form.
- 2.4 Supervisors/managers will outline remedial or corrective action to be taken and this shall be noted in all discipline related documentation.
- 2.5 Follow up is important. It is not enough to discipline an employee and let the case rest. A systematic and controlled review of job performance is required by the immediate supervisor.
- 2.6 Upon completion of the initial investigation, the supervisor/manager and a member of the Human Resources Department as well as a representative of the Union (if applicable) shall meet to discuss the findings and provide the employee every possible chance to explain his/her action or respond to any allegations so that the supervisor/manager and other investigating personnel shall not err because all the facts or circumstances are unknown or incorrect.
- 2.7 The supervisor/manager and a staff member from the Human Resources Department will determine whether further investigation is required, ensure all documentation has been prepared in a satisfactory manner, determine whether cause for disciplinary action exists, and determine appropriate penalty.

2.0 PROCEDURES Cont'd

- 2.8 All information pertaining to discipline will be documented by the respective supervisor/manager or designate, communicated to the employee in writing and all related documents will be forwarded to the Human Resources Department for placement in the employee's personnel file.
- 2.9 The Manager of Human Resources is to be consulted in all discipline matters in order to provide assistance and direction.
- 2.10 Formal, progressive disciplinary action generally consists of but is not limited to:
- a) A recorded verbal warning.
 - b) A recorded written warning.
 - c) A recorded suspension (minor - one to five unpaid working days).
 - d) A recorded suspension (major - six unpaid working days or more).
 - e) A discharge.
- 2.11 The attached form is available to ensure that the appropriate steps are covered. It is up to the immediate supervisor to determine the written format of any disciplinary documentation.

History			
Approval Date:	October 18, 2004	Approved by:	Council Resolution
Review/Amendment Date:	October 18, 2017	Approved by:	CAO Approved
Review/Amendment Date:	October 5, 2020	Approved by:	CAO

City of Dryden

HR-DI-01 – Procedure – Employee Disciplinary Form

Date: _____

Employee's Name: _____

Position Title: _____

Supervisor's Name: _____

Details of Incident:

Policy, Practice or Collective Agreement Article in Violation:

Remedial Action to be Taken:

Date of Next Meeting to Review Action Plan:

Disciplinary Action Applied:

Consequences of Future Occurrences: _____

Signature of Employee: _____ **Date:** _____
(Confirming discussion has taken place)

Signature of Supervisor: _____ **Date:** _____
(Confirming discussion has taken place)