



# Employment Policy - Disciplinary Procedures

## 1. Purpose

1.1 There are several instances within the course of employment which will require disciplinary action; a few of the more general categories of cause include:

- 1.1.1 Tardiness;
- 1.1.2 Incompetence;
- 1.1.3 Dishonesty;
- 1.1.4 Insubordination;
- 1.1.5 Illegal activity;
- 1.1.6 Willful contravention of policy;
- 1.1.7 Absence without reason;
- 1.1.8 Fraud;
- 1.1.9 Willful disobedience;
- 1.1.10 Willful damage to property;
- 1.1.11 Poor job performance;
- 1.1.12 Human Rights Code violations;

1.2 Within these general categories, individual managers may set more specific instances, which would constitute cause for the individual business or service. In all cases, the disciplinary policy and parameters of cause must be clearly communicated to the employees, either through a training session or employee manual.

## 2. Stages of Discipline

### 2.1 Verbal Warning:

2.1.1 An employee will receive a verbal warning after his/her first offense of relatively minor infraction. The Manager must make it very clear to the employee both reasons for the verbal warning and the disciplinary process for the next infractions. The date and reason for the verbal warning will be recorded on the employee's file;

### 2.2 Written Warning:

Approved 94R  
Revised 96Q, 98N, 99M, 02Q

- 2.2.1 An employee will receive a written warning after his/her second offense of a relatively minor infraction [providing stage 2.1 is complete], or after the first offense of a more serious infraction;
- 2.2.2 The written warning should be dated and should clearly outline both the reasons for the written warning and the disciplinary process for the next infraction. The letter may also include terms and conditions which must be met to continue employment if the warning is for incompetence or lack of performance;
- 2.2.3 A probationary period may also be imposed to give the employee time to show his/her progress;
- 2.2.4 The letter must be hand delivered to the employee or sent by registered mail. A copy of the letter will be kept in the employee's file;
- 2.2.5 In the case where the person is employed by the Executive Board, notice of the warning should be provided to the Board for information in closed session;

**2.3 Dismissal:**

- 2.3.1 An employee will be dismissed once the provisions in stages 2.1 and 2.2 have been exhausted or after an offence of a very serious nature. In the case where a person is employed by the Executive Board, reasons for dismissal must be communicated to the Board in closed session and a motion to accept the dismissal made in open session;
- 2.3.2 A dated, written notification outlining the reasons for dismissal must be hand-delivered to the employee or sent by registered mail;

**2.4 Appeals:**

- 2.4.1 Appeals of any disciplinary action may be made to the Manager's immediate attention superior within ten (10) business days of receiving notice of action. In the case where an appeal is made to the Executive Board, the arguments will be heard in closed session.

**3. Notice**

- 3.1 Managers are required to inform their employees of this policy.