



Policy

POL.COR.13.24 Progressive Discipline Policy

Policy Type:	Corporate Policy (Approved by Council)
Date Approved:	December 16, 2013
Department:	Administration
Staff Report:	CAO.13.13
By-Law No.:	N/A

Policy Statement

It is the intent of the Town of The Blue Mountains, whenever possible, to provide positive feedback to those employees who do their work well and who display a positive attitude in the workplace. In order to ensure that positive feedback is effective it is also necessary to ensure inappropriate behaviour is dealt with in a consistent and fair manner. In those cases, it is necessary to remind employees of the standards. To that end the following is intended to be the Progressive Discipline Policy for the Town of The Blue Mountains.

Purpose

To help ensure an efficient, productive, and harmonious work environment, the Town of The Blue Mountains has implemented a progressive discipline system. It is designed to provide employees a resource tool to meet the Town's expectations.

Application

This policy applies to all regular full time, part time and contract employees of the Town of The Blue Mountains, including Volunteer Firefighters.

Failure to adhere to the requirements outlined in this Policy may lead to progressive disciplinary action up to and including termination of employment.

Town of The Blue Mountains reserves the right to determine the appropriate level of discipline at all times.

Procedures

Disciplinary Measures

- (1) Disciplinary measures include:
 - a) Verbal warnings: Employees will be counselled verbally as to the nature of the

- infraction and the action required to correct it. Verbal warnings will be recorded in the Employee's personnel file.
- b) Written warnings: Employees will be given a written warning that will list the nature of the infraction described below and the action necessary to correct it.
 - c) Suspensions: Employees may be suspended from employment without pay for one to five days, depending on the severity of the misconduct. Employees may not use vacation or lieu time to cover the period of the suspension.
 - d) Termination for cause: If reasonable efforts to change conduct fail, or if an Employee commits a Level Three infraction, the Town may terminate employment for just cause. The Employee will not be entitled to notice of termination, pay in lieu of notice or severance pay.
- (2) The type of discipline imposed will depend on the nature of the problem and an Employee's disciplinary record. If the matter is serious, the Town may proceed to a higher level of discipline or termination.
 - (3) Employment may be terminated for cause if repeated efforts to correct conduct fail or an Employee commits a first offence of a serious nature.
 - (4) All forms of discipline will become a permanent part of the Employee's personnel file. Employees will have an opportunity to make comments regarding the discipline. Should an Employee refuse to sign the discipline notice, it will be marked as "refused to sign" but the Employee will be bound by it.
 - (5) Where circumstances warrant, an employee may request for removal of disciplinary letter after 24 months without any further incidents/disciplinary action. The CAO in consultation with the Department Head and Manager of Human Resources may grant the request. *Level One Infraction*

Level One Infraction

Level One infraction is less serious. Disciplinary measures for these types of infractions will generally progress from verbal warnings to written warnings, to suspensions and ultimately to a termination for cause for repeated violations. If the misconduct is serious enough, the Town reserves the right to proceed to a higher level of discipline immediately.

Examples of Level One Infraction include:

- unauthorized absenteeism and lateness
- leaving work without authorization
- interfering with the work of others, including excessive non-work related conversations, e-mails etc.
- poor productivity and work quality, including failing to meet acceptable job standards and inattention to your job duties
- health & safety violations

Level Two Infraction

Level Two infractions are moderate violations for which the Town will generally apply more serious discipline, such as a written warning or suspension. If the misconduct is serious enough, the Town reserves the right to immediately proceed to a higher level of discipline.

Examples of Level Two Infraction include:

- dishonesty
- insubordination, including failure to abide by a reasonable workplace directive
- disorderly conduct on company property
- abuse of company e-mail and Internet access
- serious failure to attend to job duties, which causes or may cause a disruption to productivity, loss or damage to equipment or any other disruption
- multiple infractions

Level Three Infraction

Level Three Infraction is the most serious violation. In most instances, a Level Three Infraction will result in either suspension or termination.

Examples of Level Three Infraction include:

- possession of weapons, including firearms and knives, on company property
- wilful destruction of company property
- violent behaviour, including fighting and making threatening statements
- harassment or bullying
- health and safety violations
- job abandonment, including failing to return to work after a scheduled absence (such as a vacation or sick leave) and failing to report to work as scheduled, without a reasonable excuse or without notifying your supervisor
- failing to comply with company requests for documents in support of an absence from work, such as medical notes
- falsifying work records
- theft or misappropriation of municipal property or documents
- possessing or consuming alcohol or illicit drugs in the workplace

References and Related Policies

Discipline Notice Form – Appendix “A”

Consequences of Non-Compliance

Failure to adhere to the requirements outlined in this Policy may lead to progressive disciplinary action up to and including termination of employment.

Review Cycle

This policy will be reviewed once every term of Council by the SMT. Any substantive changes to this policy will require Council approval.

**Town of The Blue Mountains – Progressive Discipline
 Policy Appendix “A” Discipline Notice**

Employee Name:	Position:
Description of Incident:	
Previous Discipline Given:	
<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> Suspension _____ day(s)	
Disciplinary Action:	
<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> Suspension (start date _____ end date _____) <input type="checkbox"/> Termination	
Reasons:	
Employee Comments:	
Next Level of Discipline for Repeat Infractions:	
<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> Suspension _____ day(s) <input type="checkbox"/> Termination	
Manager’s signature:	Date Signed:
Employee’s acknowledgment of receipt:	Date Signed:
Manager of Human Resources:	Date Signed:
Copy to Employee Human Resources File	Date: