

PROGRESSIVE DISCIPLINE POLICY
Council Policy No. 64/01

OBJECTIVE:

The objective of this policy is to correct unsatisfactory performance or conduct, and through the efforts of the Supervisors and Managers, to instruct, guide, counsel and direct employees to comply with the City of Fort St. John's standards, rules and policies as they relate to conduct, accident prevention and safety within the structure of the City work force.

It is the desire of the City to

- Provide a productive and safe place to work.
- Provide safe equipment and proper materials.
- Establish rules and regulations so that each employee will know what is expected of him and his fellow employees.
- Hold supervisors accountable for the enforcement of the rules and regulations concerning the conduct and safety of employees.
- Administer discipline fairly, reasonably, consistently and impartially.
- Maintain necessary records of violations and disciplinary actions administered with regard to all employees.

DEFINITION OF DISCIPLINE:

Discipline is action taken to correct unsatisfactory conduct or performance that requires a change. Generally the Municipality views "discipline" as a positive process which has the purpose of correcting an unsatisfactory situation.

AUTHORITY LEVELS:

The City believes that determining the discipline is the responsibility of the supervisor or manager directly affected. The Manager of Human Resources maintains records of all disciplinary actions and advises Departments in the correct application of the policy and procedures. When suspension or dismissal is being considered, the Human Resources Division must be consulted. This is not intended to restrict or limit supervisory responsibility in the progressive discipline system, but to ensure consistency of application of the disciplinary system throughout all departments.

LEVELS OF DISCIPLINE:

Reasonable standards of job performance and personal and professional conduct are expected of all City employees. Failure or refusal to meet those standards shall constitute just cause for disciplinary action including oral or written reprimands, suspensions and dismissal.

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LEVELS OF DISCIPLINE: (continued)

The degree of discipline administered will depend on the severity of the infraction and shall be in accordance with any applicable labour contract, City policy or procedure as well as local, Provincial or Federal laws and regulations. Types of corrective actions may include:

Oral Warning/Reprimand:

The oral warning should be applied to infractions of a relatively minor degree or in cases where an employee's performance needs to be discussed. Managers should indicate that this is an oral warning and that the employee is being given an opportunity to correct the condition and if the condition is not corrected the employee will be subject to more severe disciplinary action. Although it is an oral reprimand, the basic information should be documented and copied to the employee's personnel file.

Written Reprimand:

Written notice of an infraction is issued in the event that the employee disregards an oral warning or if the infraction is serious enough to warrant a written reprimand. The reprimand shall state the nature of the infraction in detail and what corrective action must be taken by the employee to avoid further discipline. A copy of the written reprimand is to be given to the employee at the time of the discussion of the discipline.

Suspensions

These forms of discipline are administered as a result of a severe infraction of policies or for repeated violations. For minor infractions, a suspension is often given after the employee has received a written warning or warnings. If an employee has been charged with a violation where the prescribed penalty is suspension of over two days or termination, the Manager involved will conduct an investigation in consultation with the Department Head and the Manager of Human Resources.

An employee will be suspended when the offense is of a serious nature or when a written warning has not corrected an employee's conduct. Suspensions may range from one day to an indefinite period. Indefinite suspensions should only be used when an internal investigation (or external in the case of criminal charges pertaining to work related offenses) is taking place and the misconduct is considered serious enough to warrant it. If the employee is found in violation, the appropriate disciplinary action will take effect on the date that the investigatory suspension began. An employee who is suspended may not take any type of paid leave, and is not allowed on the employer's premises except to carry out normal business or if he is specifically requested to report at the employer's request for investigation purposes.

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LEVELS OF DISCIPLINE:

Suspensions (continued)

An employee of the City may be suspended pending investigation of allegations of misconduct when the nature of the allegation compromises the ability of the employee to perform his/her duties, and when a substantial period of time will be required to complete an investigation or legal action.

Dismissal:

Immediate removal of an employee from the job site pending review for dismissal may be warranted in instances involving serious insubordination, theft, serious illegal or destructive acts while on the job, major safety infractions or other substantial reasons deemed appropriate. An employee may also be dismissed after repeated offenses of a less serious nature where appropriate behavioral changes have not resulted from previous progressive disciplinary action.

APPEALS:

Warning, reprimands, suspensions and dismissals may be appealed under the provisions of the applicable collective agreement, in the case of Union staff, or the applicable management policy or legislation, in the case of exempt staff.

POLICY REVIEW:

This policy may be amended or supplemented in whole or in part from time to time in order to meet the requirements of the workplace and/or to be used in conjunction with other City policies.