



RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

POLICY NAME: Disciplinary Action Policy	POLICY NUMBER: GEN-15
POLICY MANUAL SECTION: General Policies	RESOLUTION NUMBER: 11
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DISCIPLINARY ACTION POLICY

Purpose

- 1) The RM of St. Andrews is dedicated to the provision of a productive, responsive, cooperative and respectful work environment for the employees, directors, managers, paid on-call, CAO and Council. The RM of St. Andrews is also dedicated to the provision of the aforementioned for the residents who attend at the workplace.
- 2) The goal of the policy is the rehabilitation of the employee.
- 3) To provide assistance in the form of training, counseling and other assistance as management sees fit, to the employee to assist them with rehabilitation.
- 4) The goal of the policy is to remove any person who is a physical, mental or financial liability threat to the employees, managers, directors, paid on-call, CAO, Council or residents.
- 5) The RM of St. Andrews is dedicated to the provision of a mentally and physically healthy and safe work environment for the employees, directors, managers, paid on-call, CAO and Council. The RM of St. Andrews is also dedicated to the provision of the aforementioned for the residents who attend at the workplace.

POLICY

Step 1 - Non-Disciplinary Verbal Notice

- Identify to the employee their performance is below acceptable standards.
- Identify reasons for the substandard performance.
- To offer assistance (retraining, staff counseling and other forms of assistance as seen fit by management) to the employee.
- Inform the employee of consequences of continued substandard performance.
- Record of non-disciplinary verbal notice will be entered into the employee's personnel file with a copy forwarded to the employee and union.
- Incidents of theft, physical assault or violence toward any municipality resident, employee, manager, paid on-call, CAO, Councillor or municipal property and equipment, shall be escalated immediately to step 4, and immediate termination will be implemented.

- Incidents involving alcohol shall be addressed within the guidelines of this policy and the Alcohol and Prohibited Substances Policy.
- All other disciplinary incidents or situations not mentioned specifically, shall be addressed within the guidelines of this policy.

Step 2 - Disciplinary Interview, Written Warning and Suspension

- Inform employee that performance has not improved and is still below acceptable standards.
- Review the reasons for substandard performance.
- Implement mandatory assistance (retraining, staff counseling, and other forms of assistance as seen fit by management) to assist the employee.
- Emphasize the consequences of continued substandard performance.
- Copy of written warning will be entered into the employee's personnel file with a copy forwarded to the employee and union (according to Section 15.01 (b) of Union Contract dated January 1, 2005 - December 31, 2008).
- Suspension will be from 1-3 days without pay at the discretion of management.

Step 3 - Disciplinary Interview, Final Written Warning & Suspension

- Inform employee that if performance is not improved, any further problem will result in termination.
- Review reasons for substandard performance.
- Implement further mandatory assistance (retraining, staff counseling, etc.) to assist the employee.
- Emphasize the consequences of continued substandard performance.
- Copy of the final written warning will be entered into the employee's personnel file with a copy forwarded to the employee and union (according to Section 15.01 (b) of Union Contract - dated January 1, 2005 - December 31, 2008).
- Suspension to be from 3-5 days without pay at the discretion of management.
- Management to review all reports and notices and records of employment of employee, and make recommendation for termination.

Step 4 - Termination

- Employee to be terminated by resolution of Council.
- Letter of termination to be provided to employee and a copy to be entered into employee's personnel file with a copy to the union.

**R.M. OF ST. ANDREWS
DISCIPLINARY WARNING**

Employee Name _____ Incident Date _____
Warning Date _____
Prior Warning Date _____

REASON FOR WARNING

<u>Rules</u>	<u>Attendance</u>
<input type="checkbox"/> Violation of Work Rules	<input type="checkbox"/> Excessive Absence
<input type="checkbox"/> Violation of Company Policy	<input type="checkbox"/> Excessive Tardiness or
<input type="checkbox"/> Violation of Safety Rules	Leaving Early
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

TYPE OF WARNING

☐ Verbal Warning
☐ First Written Warning
☐ Final Written Warning

SUPERVISOR COMMENTS

EMPLOYEE COMMENTS

SIGNATURES

I understand similar violation of company policy will be cause for further discipline up to and including termination.

Employee _____ **Date** _____

Supervisor _____ **Date** _____

C.A.O. _____ **Date** _____