



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Employee Discipline Policy
Policy Number:	900-14

Authority:	
<i>Council Resolution #</i>	<i>314/20</i>

Purpose:

To outline the steps of the progressive disciplinary process that is fair and consistent to employees, and yet allows the employer flexibility to address specific situations appropriately.

Each step is intended to provide the opportunity for the employee to understand the problem with his or her performance and to meet the expectations of the Employer.

Scope:

This policy applies to all employees of the R.M.

Definitions:

Employee: Means employee of the R.M. which includes part-time, full-time, seasonal, summer students and casual

Employer: Shall mean the R.M. of Loon Lake No. 561

Manager: Administrator and/or Public Works Foreman

Supervisor: Shall mean Administrator for office employees, Public Works Foreman for public work employees, Council for managers

Policy:

In situations where a supervisor is concerned that an employee's performance, attendance, conduct or attitude falls below acceptable levels, the 900-13 Employee Discipline Policy shall be followed in an effort to correct the problem where it is reasonable to do so.

Prior to making a decision about discipline, the supervisor or other representative of management may investigate any concerns or allegations and shall interview the employee in regards to the concern about the employee's performance, attendance, conduct or attitude to determine the employee's position and explanation, if any. In some cases, it may be necessary to suspend the employee during an investigation.

The emphasis of the discipline process is on improvement of the employee's unacceptable performance, attendance, conduct or attitude. At each step of the process, the employee should be given specific information in writing regarding the nature of the problem, how to correct, the type of discipline being handed out, and potential future consequences if the supervisor's expectations are not met.

Not all forms of unacceptable performance, misconduct or attitude will begin with a verbal written warning. Depending on the nature of the problem, another form of more serious discipline may be appropriate in the first instance. For cases involving very serious misconduct including, but not limited to theft, violence, damage to property or the environment, or occupational health and safety violations, for example, immediate termination for just cause may be appropriate.

Any time the supervisor and/or manager meets with an employee for the purposes of disciplining the employee, the employee shall be advised in advance that a meeting will occur and that they may bring a support person with them to the meeting. If the employee chooses to waive their right to a support person, this will be documented. Discipline meetings will be held as soon as possible after the incident leading to the discipline occurs and subsequent to investigation by the employer.

The supervisor and/or manager may have an additional professional support representative present during any disciplinary meeting. During a disciplinary meeting, the employer shall give a copy of the personnel record to the employee.

The steps in the progressive discipline process are as follows:

1. **Coaching:** The supervisor may, in his or her sole discretion, as a preliminary step have an informal discussion with the employee in situations where the employee's performance, attendance, conduct, attitude are not meeting expectations to ensure the employee is aware of the problem(s), the expectations that must be met and how to correct the problem. The supervisor should document that such an informal discussion occurred, including the date and content of the discussion, and place the document in the employee's personnel file.
2. **Verbal Warning:** If a minor problem with the employee's performance, attendance, conduct or attitude occurs, the supervisor will deliver a verbal warning to an employee and in so doing shall discuss the specific problem(s); outline the steps to correct the problem(s), give the employee a reasonable amount of time in which to attain a satisfactory level; and warn the employee that if the problem(s) continue the employee will receive more serious forms of discipline in the future. Supervisors shall create a written record of the verbal warning discussion. The written record shall be placed in the employee's personnel file.
3. **Written Warning:** If the problem continues after the verbal warning or is of a more serious nature, the supervisor will deliver to the employee a written warning identifying the specific problem(s); advising the employee that the problem(s) must be improved or corrected; and warning the employee that if the problem(s) continue then the employee will receive more serious forms of discipline up to and including termination. A copy of the written warning shall be placed in the employee's personnel file.
4. **Suspension:** If the problem continues after the written warning or is of a more serious nature, the employee will be suspended without pay. The supervisor shall deliver to the employee a written record identifying the specific problem(s); advising the employee that the problem must be improved or corrected; and warning the employee that the problem(s) continue their employment will be terminated for just cause. A copy of the written record of suspension shall be placed in the employee's personnel file.
5. **Termination:** If the problem continues or other very serious misconduct occurs, the employee's employment may be terminated for just cause. In case of termination, the supervisor shall deliver to the employee a written record of termination identifying the problem(s); and confirming termination of employment. A copy of the termination record shall be placed in the employee's personnel file.

Appendix A Notice of Disciplinary Action may be amended from time to time based on operational need.

Effective Date/Repeal

This policy will come into effect on January 1, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to employee discipline and replaces all past practices. This policy may only be amended or repealed by resolution of Council.

900-14 Appendix A

RM of Loon Lake No. 561 Notice of Disciplinary Action

Employee Name: _____ Date of Incident: _____

Employee Position: _____ Supervisor: _____

Action Taken (Check Appropriate box)

- Verbal Warning
- Written Warning
- Suspension (duration: _____)
- Termination

Reason for Disciplinary Action (Check Appropriate box or boxes)

- Absenteeism and/or Lateness
- Theft
- Failure to notify supervisor of absence/late
- Breach of trust/dishonesty
- Insubordination/failure to carry out instructions
- Defacing/wilful damage to municipal property
- Safety Violation (Describe)

- Reporting to work under the influence of alcohol, drugs or other prohibited substances
- Sleeping on the job
- Possession/use authorized weapon at work
- Violence, arguing or fighting at work
- Personal use of municipal property
- Other (Describe)

- Breach of municipal policy or procedure (describe)

- Falsification of municipal records (describe)

- Leaving job without permission
- Poor performance

Concise summary of situation: Explain as specifically as possible, being sure to include date(s), time(s), person(s) involved, policy reference, etc.: Use additional pages if necessary

Discussion/Action taken at this time (including any plan for improvement or correction):

Explain consequences of continued misconduct and follow-up action to be taken, if any:

The Employee hereby acknowledges that he/she received this Notice of Disciplinary Action on the following date and further acknowledges that the employee was advised of his/her right to have representation present during the discipline meeting when the form was presented and discussed:

Employee: _____ Date: _____

Representative: _____ Date: _____

Supervisor: _____ Date: _____

Other Witness: _____ Date: _____