Discipline Policy



1. **Purpose**

The performance discipline policy outlines the philosophy and guidelines to performance management when performance problems are ongoing and/or become serious.

2. **Philosophy**

Discipline shall be respectful and equitable. Discipline measures shall be appropriate to the infraction and may include termination of employment. Examples of infractions include unsatisfactory work performance, misrepresentation, insubordination, policy contravention and/or theft.

3. **Responsibility**

The Director of Human Resources is responsible to provide consultation and guidance to Department Management and Supervisors in performance discipline management. Department Management is responsible to ensure that appropriate action is taken to resolve performance problems. Supervisors are responsible to identify performance problems and make every effort to ensure employees meet organizational needs. Employees are responsible to fulfill job duties and responsibilities.

4. **Guidelines**

Ongoing and/or serious performance problems may be considered a discipline matter and are managed separately from the regular Performance Management systems. Examples include failure to meet performance standards, chronic absenteeism, refusal to follow direct instructions, and unwelcome touching or other forms of close body contact.

The department manager shall consult with human resources to determine appropriate action for each step of managing discipline.

Action shall depend upon the severity of the problem. The matter shall normally be managed in the step-by-step procedure as outlined below. Problems of a more serious nature may require more immediate corrective action. In those cases, in consultation

with human resources &/or the president any step(s) may be circumvented. The following are examples of incidents or problems requiring immediate corrective action: revealing highly confidential and damaging information, malicious damage to organization’s property, demanding sexual favours with implied or overt threats, gross insubordination and/or a combination of less serious performance problems.

Appropriate investigation shall be conducted before any disciplinary action is taken.

An employee may be temporarily suspended with or without pay depending upon the nature of the discipline and investigation required. Provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization.

Step 1

The supervisor shall verbally identify the performance problem to the employee and outline the performance expectation.

Step 2

If the problem has been corrected, the employee shall be advised verbally.

If the problem has not been corrected, or has reoccurred within a 1-year period, a memo shall be provided to the employee, copied to the Personnel File, detailing the performance gap, the date by which the problem is to be corrected and a consequence for non-compliance.

Step 3

If the problem has been corrected, a second memo shall be provided to the employee, copied to the Personnel File, indicating the performance has been corrected. If the same or related performance problem does not occur during the following 2 years, the memo shall be removed from the Personnel File.

If the problem has not been corrected, or has reoccurred within a 2-year period, a memo shall be presented to the employee, copied to the Personnel File, indicating the performance gap and consequence for non compliance. The consequence following two memos addressing performance problems is normally dismissal.

Step 4

If the problem has been corrected, a third memo shall be provided to the employee, copied to the Personnel File, indicating the performance gap has been corrected. If the same or related performance problem does not occur during the following 2 years, the memo shall be removed from the Personnel File.

If the problem has not been corrected, the employee shall be dismissed for just cause.