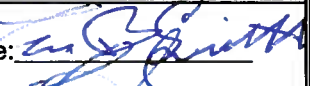



Rural Municipality of Daly <b>POLICY AND PROCEDURE MANUAL</b>		<b>POLICY NO: 15</b>
<b>REFERENCE</b> <b>Employees</b>	<b>ADOPTED BY:</b> <b>Resolution #13-121</b>	
		Date: August 13, 2013
<b>TITLE: : Progressive Discipline</b>		Reeve:  CAO: 

### **Policy Intent**

The Rural Municipality of Daly has adopted a policy of Progressive Discipline to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise. The Rural Municipality of Daly has established a set of reasonable rules and guidelines for employees to follow. These have not been put in place to restrict the freedoms of our employees, but rather they are in consideration of their safety, and the overall protection of The Rural Municipality of Daly employees, property, and our business practices.

### **This Policy Shall:**

1. Outline the steps taken for progressive discipline;
2. Summarize prohibited actions and behaviors;
3. Detail the procedures for documentation and investigation of prohibited actions and behaviors;
4. Discuss the possible resolutions provided by progressive disciplinary actions;
5. Describe the appeals process.

### **Progressive Discipline**

In the event that an employee of The Rural Municipality of Daly violates company policy or exhibits problematic behavior, a system of progressive discipline shall be utilized where possible.

Employees will be given three opportunities to correct the unwanted behavior.

With each infraction or apparent problem, the employee will be provided with either a written or verbal warning to alert them to the problem, provide a reiteration of the correct company policy regarding the violation, advise them of the consequences associated with further infractions, and provide a suggestion towards a method of improvement.

If no further infractions of the policy in question occur after the initial verbal or written warning, no further disciplinary action shall follow.

Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, The Rural Municipality of Daly reserves the right to skip the three step disciplinary process and move straight to termination where necessary.

### **Prohibited Actions and Behaviors**

Prohibited actions and behaviors are sub-divided into two categories:

#### Category One (1)

- Category one (1) is comprised of minor offences that are subject to progressive disciplinary action.
- First offense for any category one (1) violation shall result in a written or verbal warning, and the employee shall be advised that further violations may result in a suspension or termination of employment.
- Second offense for any category one (1) violation shall result in a written or verbal warning in conjunction with the possibility of suspension or termination of employment. The employee shall be advised that further violations will result in the termination of employment at.
- Third offense for any category one (1) violation shall result in the employee's termination of employment at The Rural Municipality of Daly.

#### Category One (1) Offenses:

- Arriving to work late without reasonable cause.
- Failure to properly report workplace absenteeism or failure to provide reasonable cause for an absence from the workplace.
- Job abandonment without prior authorization, with the exception of scheduled breaks (including lunch), or restroom visits.
- Disorderly, immoral, or indecent conduct on (Company Name) premises.
- Creating a disturbance that interferes with the normal job activities of other employees.
- Failing to successfully meet metrics or job requirements.
- Creation of unsanitary work conditions.
- Gambling on The Rural Municipality of Daly premises.
- Causing an unsafe work environment, and thereby endangering the safety of The Rural Municipality of Daly employees.
- Engaging in malicious gossip and/or the spreading of rumors.

#### Category Two (2)

- Category two (2) is comprised of offences that are considered to be of a substantially offensive nature, and will be punished accordingly.
- First offence for any category two (2) violation shall result in either the immediate suspension or termination of employment of the employee.

## Category Two (2) Offenses:

- Possession of alcohol, illicit narcotics, or non-prescribed pharmaceuticals while on (Company Name) premises.
- Reporting for work while under the influence of alcohol, narcotics or non-prescribed pharmaceuticals.
- Workplace violence, including but not limited to: fighting, assault, harassment, or possession of a weapon.
- Willful destruction of another employee's property, or The Rural Municipality of Daly property.
- Theft, including physical and intellectual properties.
- Insubordination.
- Dishonest, illegal or improper business activities.

## **Investigation and Documentation**

- All violations or alleged violations of company policy, or offenses as outlined above shall be properly investigated and documented by the Chief Administrative Officer.
- All measures taken in the progressive disciplinary process shall be documented, including verbal warnings.
- The Rural Municipality of Daly shall retain the documentation in the employees personnel file for reference and Human Resources purposes.

## **Employee Suspension / Probation / Termination of Employment**

### Suspension

- An employee may be placed on suspension as a result of serious or repeated violations of The Rural Municipality of Daly policy, and shall be relieved of their job assignment without pay.
- An employee may be placed on suspension as a result of allegations implicating the employee of having committed a serious violation. This type suspension may be necessary to complete an investigation into the violation. In the event that the employee is cleared of any wrong-doing, he/she will be reinstated and remunerated for lost pay resulting from the investigative suspension.

### Probation

- Employees may be placed on performance based probation following a written or verbal warning.

- Wage increases, vacations and transfers shall not be granted during the probationary period, but all other Rural Municipality of Daly benefits shall continue.

### Termination of Employment

- Termination of employment with The Rural Municipality of Daly may occur following an employee committing multiple violations of company policy, after the logical steps for progressive disciplinary action have been taken.
- Termination of employment may be necessary, and immediate following a severe violation of company policy.

### **Appeals**

- In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with Human Resources.
- Written appeals shall contain any necessary documentation.
- The Human Resources Committee shall review and respond to all written appeals.

### **Suspension with Pay – Pending Investigation**

In the event that a Rural Municipality of Daly employee is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation and the actions that predicated the decision.

This form of suspension is not disciplinary, but is intended to allow The Rural Municipality of Daly to examine the issues thoroughly and to determine appropriate action. Should the investigation not be completed during the stated timeline, The Rural Municipality of Daly will reserve the right to extend the suspension, as necessary.

During the course of the investigation, the suspended employee will be provided with the details of the allegations and given an opportunity to respond to them. The suspended employee must ensure they are available for interviews during this period. If the suspended employee fails to make themselves available, The Rural Municipality of Daly will proceed with the investigation and make a determination based on the information available.

The suspended employee will have the right to legal representation, union representation, or a Rural Municipality of Daly representative present at any such interview, and will be given 24 hours notice prior to any interviews taking place.

As the suspended employee will be suspended with full pay, they will be required to be available for interviews during this period. Should the suspended employee need to leave town or will not be available for interviews, they must submit a request and may be granted approved leave.

Any Rural Municipality of Daly employee placed on suspension with pay will be required to temporarily turn over their office keys, access passes and Rural Municipality of Daly identification and credit cards. Any and all Rural Municipality of Daly property, business information, and confidential information are to remain at the worksite. In the event that any Rural Municipality of Daly employee placed on suspension with pay maintains any files or equipment at their residence which are the property of The Rural Municipality of Daly, they will be required to turn these items over to a Rural Municipality of Daly representative, until such time as the investigation is completed.

The Rural Municipality of Daly employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contact.

### **Acknowledgment and Agreement**

I, (Employee Name), acknowledge that I have read and understand the Progressive Discipline Policy of The Rural Municipality of Daly. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth by this Policy, I may face legal, punitive, or corrective action.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



Rural Municipality of Daly

**Disciplinary Action Form**

Employee Name:	Employee Job Title:
Supervisor Name:	Today's Date:

**Incident Information (Attach documentation, if any)**

Date/Time of Incident:	Location:
Description of Incident:	
Witnesses, if any:	
Policy/Policies Violated:	

**Disciplinary Action (Attach documentation, if any)**

Disciplinary action to be taken:
Consequence(s) if employee repeats this offense:
If the employee has offered an explanation of his/her conduct, detail explanation here:

I have read the above, and I understand the consequences if I repeat my offense.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Administrative Officer

\_\_\_\_\_  
Date



Rural Municipality of Daly

Final Written Warning and Suspension – Corrective Action Required

Employee Name:	Date of Written Warning:
Position/Title:	Dept:

Improvement is required on: (check the appropriate concern)

\_\_Attendance \_\_Conduct \_\_Health & Safety \_\_Performance

- On (insert date of written warning), you received a written warning regarding your unacceptable actions. During the meeting you were given clear expectations and recommendations aimed at improving the issue.
- On (Insert date), the following unacceptable actions took place.
  - (Describe Incident)
  - (Describe Incident)
- You are immediately suspended without pay for (insert #) days. You are expected to return to work on (insert time and date).
- When you return to work, you will be placed on a (insert number) month review period that excludes you from receiving any wage increases and advancement opportunities.
- The following expectations and corrective recommendations are required when you return :
  - (Describe Recommendation)
  - (Describe Recommendation)

I will provide assistance and supervision to ensure that the problem is rectified. However, if these matters are not effectively corrected, then the next step will be termination of employment.

A copy of this warning will be placed in your personnel file for a period of 18 months. Your previous written and verbal warning will be attached to this letter. If no further discipline has taken place within the time period indicated, the warnings will become inactive .

Sincerely,

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
HR Committee Chairman

Employee Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_