

City of Kenora Progressive Discipline Policy



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Human Resources	April 26, 2004	7	1	4
Subsection	Repeals By-Law Number		Policy Number	
General			HR-2-3	

Purpose

To establish a consistent method of disciplining all employees and ensure work duties are carried out.

Policy Statement

Where an employee's conduct becomes a problem normal corrective action is insufficient to deal with; the corrective action contained in this policy will be followed.

Rule

In cases where discipline is warranted, the type of discipline must equal the severity of the infraction.

Authority

The Supervisor, following consultation with the Manager and Human Resources Manager, will issue verbal warnings, written reprimands, and/or written suspensions without pay for a period not to exceed three days.

The Manager may elect to carry out the Supervisor's duties. As well the Manager can determine disciplinary action up to and including dismissal with just cause after consulting with the CAO.

Documentation of all verbal warnings, written, reprimands, suspensions or other data relating to disciplinary action must be forwarded to the Human Resources Manager, the Supervisor, the employee and the applicable union. The Human Resources Manager is to ensure the personnel file receives all documentation.

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For all actions, union members are offered the opportunity of having a union representative present.

The Human Resources Manager should be present when meeting with any employee with respect to disciplinary action.

Ensure that the employee is aware of the Employee Assistance Program.

Note

It is not always necessary to start with the lowest level of discipline. It will depend on the nature of the infraction.

Steps To Be Taken To Change Unproductive Works Habits

Offences

If offences (lateness, initial decline in work performance, etc.):

- a) Determine cause of employee's behaviour through interview and observation and if problem persists;
- b) Give verbal warning
 - i) Interview employee and inform him/her of:
 - what employee is doing and what effect it is having on the operation;
 - improvement expected in behaviour and when it is to occur;
 - assistance you will provide (if any);
 - consequence if behaviour continues;
 - document interview and copy to employee, Union of Union employee;
 - original to the Human Resources Manager for inclusion in personnel file and circulation.
 - write the reprimand in letter form to the employee noting that it will be placed in the employee's personnel file;

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If the Problem Persists

Written

Interview employee and inform him/her of:

- what employee is continuing to do and the effect it is having on the operation;
- employee's commitment to change behaviour;
- improvement expected in behaviour and when it is to occur;
- consequence if behaviour persists;
- write the reprimand in letter form to the employee noting that it will be placed in the employee's personnel file;

If the Problem Persists

Consult with Human Resources Manager to discuss discipline up to and including termination of employment with the City.

Major

A major offence could lead to actions up to and offences including immediate dismissal.

If a major offence (theft, fighting, abusive or threatening language, consuming alcohol or under the influence of drugs, etc.) –

- a) Act immediately – Supervisors may relieve employees of their duties until further notice. Consultation with Managers should take place as soon as possible.
- b) Appropriate action will be determined and the employee will be notified accordingly.

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- c) Offer unionized employees the opportunity to have a Union representative present.
- d) Be sure to document event as they unfold.

Important Reminders

- Refer to appropriate Union Contract.
- Document, date and sign all facts/interviews throughout the process.
- Bring all matters to the people who have the authority to deal with them.
- Act promptly – you may avoid the need for progressive discipline.
- Employee must receive copies of all documentation.

If Behaviour Improves – Commend Employee!

Health and Safety

Health and Safety in the workplace is shared responsibility for all City of Kenora employees. The individual's responsibilities are outlined in the Occupational Health & Safety Act and City of Kenora Health & Safety policies.

Where an employee's actions or failure to act contravenes provisions of Health and Safety legislation and/or City of Kenora policies, and the employee fails to take corrective action as required, then the severity of the infraction shall determine the type of discipline warranted for such an infraction.