**DISCIPLINE POLICY**

Approved by:

Effective Date: January 1, 2018

1. **PURPOSE:**
   1. The *(Name of Municipality)* shall provide a clear and sequential process with which to address any disciplinary action as deemed necessary by a supervisor, the Chief Administrative Officer, or his designate. The *(Name of Municipality)* shall commit to a fair and consistent system of enforcement and education with regards to the standards of the Municipality.
2. **DEFINITION OF TERMS:**
3. **POLICY:**
   1. Staff of the *(Name of Municipality)* are expected to be knowledgeable of all General and Administrative Guidelines particularly the following:

* One’s own Job Description
* One’s own Employment Agreement
* Policies directly related to their work, i.e. snowplow, work alone, etc.
* Safety & Health updates
  1. Staff, who are in breach of the above, are subject to disciplinary action by their supervisor, as outlined in this policy. Any and all investigations, enforcement and applications of disciplinary policy shall be initiated and managed in a fair and consistent manner by the administration of the Municipality.
  2. Any alleged incident involving insubordination, breach of duty, breach of regulations or criminal offence, as well as, others listed within this policy, or any such action deemed a violation by the supervisor, will be fully investigated prior to any final action being taken. It is important to note that the Chief Administrative Officer has at his discretion, the right to suspend, or re-assign any member of staff during the investigation phase of allegations of wrongdoing.
  3. The supervisor or his designate **shall**:
* Interview all parties/witnesses involved
* Ascertain all pertinent facts regarding the allegation are gathered and analyzed.
* Judge whether the incident violates any of the sections as outlined previously.
* Initiate disciplinary action if warranted according to the sequence illustrated below.
* Document all actions.
  1. The supervisor, at his discretion, may stop a staff member from carrying out a duty/action, if in the opinion of the supervisor, the staff member is not carrying out the duty/action properly, is conducting themselves in a negligent manner, or because of personal distress is not in the correct frame of mind for carrying out a duty/action.
  2. The supervisor, at his discretion, may send a staff member home with pay, if in the opinion of the supervisor, such action is necessary to diffuse a situation.

1. **PROCESS/PROCEDURE:**
   1. **Disciplinary Sequence**
      1. **Stage I: Verbal/Preventative**

An education and interview process for initial infractions that do not directly affect staff or public safety. The supervisor shall meet with the staff member to advise them of the nature of the situation, educate them regarding the appropriate policies, counsel/coach them to correct the behavior and advise them of the process addressing additional or recurring violations. A written report shall also be prepared and a copy placed in the staff member’s file. The report shall be signed and dated by the supervisor and staff member.

Should a similar infraction not occur in the three-year period following the first infraction, such written report shall be removed from the staff member’s file, and in the event of an infraction occurring, the supervisor shall start the discipline process at the beginning.

* + 1. **Stage II: Written (Letter Of Reprimand)**

At the discretion of the supervisor, an official letter of reprimand shall be presented to the staff member and placed in his/her file. The letter of reprimand shall be signed and dated by the supervisor and staff member.

This letter shall consist of the following:

* Description of what transpired in Stage I.
* A description of the violation or unsatisfactory performance, including date, time, and location.
* A review of the policy that has been violated.
* A description of what actions/process may be undertaken if the behavior is not corrected.

Should a similar infraction not occur in the three-year period following the first infraction, such written letter of reprimand shall remain on the staff member’s file, and in the event of an infraction occurring, the supervisor shall start the discipline process at the beginning of Stage I.

* + 1. **Stage III: Suspension – Without Pay – One To Three Days**

At the discretion of the supervisor, an employee may be suspended for a period of one (1) to three (3) days, without pay, for a recurring infraction of the matter dealt with in Stages I and II.

* + 1. **Stage IV: Suspension – Without Pay – One Week Or Longer**

The Chief Administrative Officer, may at his discretion, suspend an employee without pay, for up to a maximum of one (1) week.

Should a suspension of more than one week be deemed necessary by the Chief Administrative Officer, he shall request Council to provide for an additional suspension of one week, so that the employee is suspended without pay for a period of two weeks.

* + 1. **Stage V: Termination**

In the event that the staff member continues to commit the infraction dealt with in the previous stages, the Chief Administrative Officer shall, after considering the opinion of Council, have the option of terminating the employee from his/her position of employment with the Municipality.

* 1. **Appeals**

Any staff member may initiate an appeal of actions taken within stages one through five via the following process.

Verbal appeal to the Chief Administrative Officer in a scheduled meeting attended by the staff member, the CAO, the Reeve, and a staff member witness as chosen by the staff member charged.

Written appeal to the CAO of the Municipality for actions taken in sections three, four or five. The staff member must present his/her appeal in a written letter to the CAO, who will provide a copy to the Council within seven days of the suspension or termination.

* 1. **Serious Offences**

Serious offenses including but not limited to those listed below can/may bypass portions of the sequence moving directly to Stages III, IV or V at the discretion of the Chief Administrative Officer.

* + - Gross negligence
    - Theft, assault or other criminal code violations
    - Serious transgressions of a respectful workplace
    - Insubordination - a breakdown of discipline or moral

Any commitment of the above noted serious offences must be immediately brought to the attention of the Chief Administrative Officer.

* 1. **Supervisors**
     1. Should a staff member believe that their supervisor has made an infraction, that staff member shall notify their supervisor’s immediate supervisor, of the possible infraction. The notification must be done within one (1) week of the alleged infraction.
     2. Should a staff member believe that a fellow staff member has made an infraction, that staff member shall notify their supervisor of the possible infraction. The notification must be done within one (1) week of the alleged infraction.

1. **REQUIRED AUTHORIZATION:**
   1. None
2. **RESPONSIBILITIES:**
   1. None
3. **FORMS & CHARTS:**
   1. **Organizational Chart**

Refer to the most recently adopted *(Name of Municipality)* Organizational Chart

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

*(Name)*

Chief Administrative Officer

*(Name of Municipality)*