



Incorporated

R.M. of Frenchman Butte No. 501

POLICY TITLE Discipline Policy		Resolution # 2018-08-16-009	POLICY NO. 900-05
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	EFFECTIVE DATE August 16, 2018	

1. PURPOSE:

The purpose of this policy is to outline the steps of the progressive disciplinary process that is fair and consistent to employees, and yet allows the Employer enough 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.

2. DEFINITIONS:

- 2.1 **CAO:** Means Chief Administrative Officer for the Rural Municipality of Frenchman Butte No. 501.
- 2.2 **Council:** Means Council for the Rural Municipality of Frenchman Butte No. 501.
- 2.3 **Employee:** Means Employee of the Rural Municipality of Frenchman Butte No. 501, which includes Full-Time, Part-Time, Seasonal, Summer Students and Casual.
- 2.4 **Employer:** Means the Rural Municipality of Frenchman Butte No. 501.
- 2.5 **Manager:** Means person in managerial position, managerial positions are the CAO, Assistant Administrator, Public Works Supervisor and Public Works Coordinator.
- 2.6 **Municipality:** Means the Rural Municipality of Frenchman Butte No. 501.
- 2.7 **R.M:** Means the Rural Municipality of Frenchman Butte No. 501.
- 2.8 **Supervisor:** Means Manager.

3. SCOPE:

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

4. POLICY:

In situations where a Supervisor is concerned that an employee's performance, attendance, conduct or attitude falls below acceptable levels, the Progressive 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 another 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 it, the type of discipline being meted 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 Management 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 Management 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 or 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(s) must be improved or corrected; and warning the employee that if 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 cases 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.

5. RESPONSIBILITY/INTERPRETATION/REPEALING:

All Appendices attached to this policy may be amended from time to time based on operational need.

This policy shall be administered and interpreted by the CAO; however, this policy cannot be amended without Council approval.

This policy repeals and rescinds all previous policies and resolutions that have been passed by the Council of the Rural Municipality of Frenchman Butte No. 501 with respect to the application of any and all parts of this policy and the terms and conditions contained herein.

This policy shall come into force and take effect on August 16, 2018 and shall continue in full force and effect until repealed or amended by subsequent resolution of Council.

6. ATTACHMENTS:

- Appendix "A" Notice of Disciplinary Action





Appendix A
R.M. of Frenchman Butte No. 501
NOTICE OF DISCIPLINARY ACTION

Employee Name: _____

Date of Incident: _____

Employee Position: _____

Supervisor: _____

ACTION TAKEN (Check Appropriate Box)

- | | |
|---|---|
| <input type="checkbox"/> Verbal Warning
<input type="checkbox"/> Written Warning | <input type="checkbox"/> Suspension (duration: _____)
<input type="checkbox"/> Termination |
|---|---|

REASON FOR DISCIPLINARY ACTION (Check Appropriate Box or Boxes)

- | | |
|---|--|
| <input type="checkbox"/> Absenteeism and/or Lateness
<input type="checkbox"/> Theft
<input type="checkbox"/> Failure to notify Supervisor of Absence/Late
<input type="checkbox"/> Breach of Trust/ Dishonesty
<input type="checkbox"/> Insubordination/Failure to carry out instructions
<input type="checkbox"/> Defacing/wilful damage to Municipal property
<input type="checkbox"/> Safety Violation
Describe: _____

<input type="checkbox"/> Breach of Municipal Policy or Procedure
Describe: _____
_____ | <input type="checkbox"/> Reporting to work under the influence of alcohol, drugs or other prohibited substances
<input type="checkbox"/> Sleeping on the job
<input type="checkbox"/> Possession/use of unauthorized weapon at work
<input type="checkbox"/> Violence, arguing or fighting on Municipal premises
<input type="checkbox"/> Other (Please describe)

<input type="checkbox"/> Falsification of any Municipal records (eg. time records, applications, production records, expenses, etc.)
<input type="checkbox"/> Leaving job without permission
<input type="checkbox"/> Poor performance (low productivity, defective work, wasting time, etc.) |
|---|--|

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

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 this form was presented and discussed:

Employee: _____ (date)

Representative: _____ (date)

Supervisor: _____ Other Witness: _____