

#### **EMPLOYMENT CONDITIONS – PROGRESSIVE DISCIPLINE HR D4 AND TERMINATION**

##### **INTENT**

To provide employees and supervisors with a framework for progressive discipline that is in keeping with the Values of the Society and promotes support and coaching; thus permitting the staff member an opportunity to respond positively to correction. Success is at the centre of this policy and we will both support employees to succeed in our workplace or to help them in a respectful way to leave.

##### **POLICY**

Any staff breaching a policy of the agency may be subject to discipline, and, in some cases, immediate dismissal (see examples below). Notice and/or severance pay will be given in accordance with Employment Standards, if applicable. Failure of an employee to meet job requirements, complete tasks in a competent way, maintain an adequate attendance record, maintain confidentiality or contravene the policies of the Society shall constitute grounds for discipline or termination.

##### **PROCEDURE**

The supervisor shall make reasonable efforts to resolve the problem with the employee, and shall record such meetings, and shall consult with the Executive Director/Human Resources. Should the Supervisor/Human Resources decide that disciplinary action or termination is warranted, the Executive Director will be informed and the supervisor/human resources will be guided by the following:

1. Where an infraction or unsatisfactory performance has occurred a verbal warning will be given. A written record of this warning, agreed to by both parties, will be held on file.
2. If the infraction is repeated a written reprimand will be given specifying what must be done to improve the situation within a specified time period. This will be kept on file.
3. If the infraction is again repeated a second reprimand is given, and warning that further repetition could result in dismissal. This will be kept on file.
4. If the infraction or unsatisfactory performance is again repeated the person may be given a “Last Chance” Letter of Agreement. This letter will outline the expectations and a timeline, and will be a signed agreement between the employee and Community Services. If expectations laid out in the Last Chance Agreement have not been met at the end of the period agreed to, termination notice will be given. Extension to the Last Chance Agreement may be granted by the Executive Director.
5. Where the infraction is considered to be severe, the Supervisor will issue a written reprimand warning that repetition could result in dismissal. This will be kept on file for one year.
6. In cases where immediate termination is deemed necessary by the supervisor, the Executive Director must be consulted.

Where applicable this process will be implemented according to the Collective Agreement. If a complaint should arise from a termination notice the complaint will be heard through the regular Conflict Resolution and Complaint procedure. In cases where the employee is reinstated the employee may be reinstated with full back pay and seniority if applicable. Where applicable this process will be implemented according to the Collective Agreement.

**INFRACTIONS**

Those infractions which would normally warrant progressive discipline include, but are not limited to:

- Misuse of the organization’s property resulting in damage or loss.
- Failure to observe written policy.
- Neglect of duty.
- False statements or misrepresentations.
- Failure to report for duty.
- Tardiness, early quitting.
- Excessive absenteeism.
- Discourtesy.
- Extended rest periods.
- Excessive personal telephone calls.
- Violation of accepted safety rules (including horseplay, practical joking).
- Smoking in unauthorized areas.
- Inability to maintain work standards.
- Breach of confidentiality.

Those very serious infractions which would warrant immediate termination include:

- Abuse of a client and/or their family.
- Immoral or indecent conduct on duty.
- Unauthorized consumption of alcohol, spirits or drugs in the workplace or on the grounds of the workplace.
- Inability to carry out normal duties and requirements through impairment by alcohol, drugs or any other means.
- Theft and/or time sheet fraud.
- Deliberate violation of instructions.
- Failure to follow specified procedures or implied procedures, the result of which causes, or might cause injury or aggravation of injury to a client or employee.
- Serious violation of professional ethics.

<b>EFFECTIVE: December 1, 2015</b>	<b>APPROVED BY: Executive Director</b>	
<b>REPLACES: April 1, 2014</b>	<b>MONITORING: Executive Director</b>	<b>FREQUENCY: Annually</b>

