

PATHWAYS ABILITIES SOCIETY

POLICY: DISCIPLINE POLICY

Applies to: All Personnel and Volunteers

Original Approval Date: 1993

Date Board Approved: December 4, 2023

Replaces Policy Dated: December 14, 2012

Board Member's Signature

PREAMBLE

Progressive Discipline is defined as the imposition of consequences for employee misconduct that becomes increasingly severe as the problem continues or as infractions are repeated. Progressive discipline makes clear exactly what the person is doing that is unacceptable, provides a way(s) to correct it and provides steadily more severe consequences to show that correction of the problem is required and the results of not. However, the nature of an incident warranting discipline may be such that the Employer determines it is appropriate to by-pass the normal steps of progressive discipline. In cases of serious misconduct, discipline may commence at suspension and lead to termination, or discipline can start and end with termination. For example, in cases of serious misconduct, such as abuse of a person or theft, the response will be termination.

POLICY

An employee or volunteer who breaches a policy of the organization or does not fulfil their assigned job requirements may be subject to discipline and in some cases, immediate dismissal. Although the levels of discipline will vary, Progressive Discipline will apply in the majority of cases. Any disciplinary action taken will be commensurate with the offence.

When it becomes necessary for disciplinary action to occur, it will normally progress through the following steps:

1. Counselling
2. Oral Reprimand
3. Formal Written Reprimand
4. Suspension
5. Termination of Employment.

Each step may be repeated instead of moving forward to the next step at manager's discretion. For example, employees may have more than one counselling meeting with their supervisors (step 1) before an Oral or Written reprimand (step 2 and 3.) Steps 2 through 5 are carried out by management staff only however the bargaining unit supervisor may be present.

An accumulation of up to three counselling discussions will result in disciplinary action depending on the severity of the issue discussed. The decision to move to the first step of discipline will be determined by the leadership team.

Employees will be given adequate verbal notice when disciplinary action is to occur. If verbal notice is not possible the person will be emailed or notified via their ShareVision site. This will happen the day of the intended action, no later than 30 minutes prior to it occurring.

Bargaining unit personnel have the right and will be given the option to have a shop steward present during all disciplinary meetings.