

PATHWAYS ABILITIES SOCIETY

PROCEDURE: DISCIPLINE PROCEDURES

Applies to: All Personnel and Volunteers

Effective/Revision Date:

Original Date: 1993

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Replaces Procedure Dated: February 26, 2018

The purpose of a disciplinary procedure is to regulate the standards of conduct for employees within the society. This procedure outlines the steps we will take to address an employee's misconduct, creates certainty and consistency in the application of discipline.

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.

1. Counselling:

Counselling is intended to be used by a manager or supervisor to notify an employee that an improvement is needed in the employee's work performance and/or behaviour. It will come prior to any disciplinary action and is typically done by the immediate supervisor. Bargaining unit employees will be given the option of having a shop steward present that is available in their current service area.

If the employee chooses not to have a shop steward, they must sign the "Shop Steward Waiver" form.

The supervisor or manager outlines verbally the problem behaviour or misconduct and identifies means of correcting it. These discussions will be summarized in a letter and serves to clearly identify the issue and how it can be resolved. They are not notices of discipline but descriptors of the problem and how it can be resolved. Letters will not be given to an employee without a previous discussion.

Employees are given up to two weeks to correct the issues addressed before step 2 takes effect.

Sensitive areas like drug or alcohol abuse require counselling as well and will be referred to qualified personnel.

2. Oral Reprimand:

An oral reprimand consists of a meeting with the employee or volunteer, the immediate supervisor, and the executive director or designate. Bargaining unit employees are given the option of having an available shop steward of their choosing, in the current service area, present. If the employee chooses not to have a shop steward, they must sign the "Shop Steward Waiver" form.

A written letter summarizing the discussion will be given to the employee and a copy placed in their employee file.

Unless a serious infraction has occurred, this is where discipline begins.

3. Written Reprimand:

A written reprimand consists of a meeting with the employee or volunteer, the immediate supervisor, and the executive director or designate. Bargaining unit employees are given the option of having an available shop steward in their service area, of their choosing present. If the employee chooses not to have a shop steward, they must sign the "Shop Steward Waiver" form.

A written letter summarizing the discussion is given to the employee, and a copy placed in their employee file.

A written reprimand is imposed when an oral reprimand(s) may have been given but has not been successful in bringing out the desired results or the misconduct is serious.

A written reprimand will outline the nature of the infraction with relevant data such as time, date, place and make reference to previous warning(s) if applicable. A warning against repetition will also be included, advising that such may lead to the next step.

4. Suspension:

If previous disciplinary measures have failed or the misconduct is very serious a suspension may be appropriate. The employee or volunteer will be provided with a verbal and written explanation of the suspension, the corrective measures that need to be taken, duration, expectation of future behaviour and the results of not correcting the behaviour. Bargaining unit employees are given the option of having a shop steward of their choosing present. If the employee chooses not to have a shop steward, they must sign the "Shop Steward Waiver" form.

A copy of the written explanation of the suspension is placed in the employee's file and a copy given to the President of union or his/her designate.

5. Discontinuation of Employment or Volunteer Position:

Discontinuation of employment or of a volunteer position is a disciplinary measure that is only used when all other corrective measures have failed and/or are considered inapplicable because of the nature of the offence.

Dismissal can be based on an accumulation of disciplinary actions, which have been communicated to the employee in writing. However, dismissal on the basis of a single but serious offence is not precluded.

Discharge requires concurrence of the supervisor(s) and the executive director. A Board member may be included as well.

The employee or volunteer will be provided with a verbal and written explanation of the dismissal. Bargaining unit employees are given the option of having a shop steward of their choosing present. If the employee chooses not to have a shop steward, they must sign the "Shop Steward Waiver" form.

A copy of the written explanation of the dismissal is placed in the employee's file and a copy given to the President of union or his/her designate.