

PATHWAYS ABILITIES SOCIETY

PROCEDURE: DISCIPLINE PROCEDURES

Applies to: All Personnel and Volunteers

Original Effective Date: 1993

Effective Date: February 26, 2018

Replaces Procedure Dated: December 14, 2012

When it becomes necessary for disciplinary action to occur, it will normally progress through the following stages. Stages 2 through 5 are carried out by exempt management staff only.

1. Counselling:

Counselling should always come prior to any discipline and is typically done by the immediate supervisor. 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.

The supervisor outlines verbally the problem behaviour or misconduct and identifies means of correcting it. These discussions may be summarized in a letter however letters cannot be given to an employee without the discussion occurring first. They serve to clearly identify the issue and how it can be resolved. They are not notices of discipline but descriptor of the problem and how it can be resolved.

An accumulation of counselling discussions may result in disciplinary action depending on the severity, frequency and repetitiveness. The decision to move to the first step of discipline will need to be determined.

Sensitive areas like drug or alcohol abuse require counselling as well however they must 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 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 written letter summarizing the discussion will be given to the employee and a copy placed in their employee file.

Unless someone has committed a serious infraction, 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 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 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.