

TOWN OF HIGH PRAIRIE

Policy Number No. 02-2015	Approval Date June 23 rd , 2015	Resolution Number 419/15
Supersedes N/A	Effective Date June 23 rd , 2015	Legal Authority
Amendments:	Amendment Date	Resolution Number

TITLE: POSITIVE PERFORMANCE POLICY
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Policy Statement:

The Town of High Prairie will implement a comprehensive Discipline Policy in order to ensure that employees' performance and conduct are contributing towards the achievement of the organization's goals and objectives. When employees' conduct or performance is unsatisfactory or fails to meet the employer's expectations, corrective action may be taken using progressive discipline. Serious misconduct may result in immediate suspension or termination.

PROGRESSIVE DISCIPLINE

1:01:01 Progressive discipline is the process of using increasingly serious measures to correct behaviours and to improve an employee's performance and/or conduct. The goal of progressive discipline is to communicate the employer's expectations for performance or conduct; to provide appropriate supports when possible; and to afford the employee with the opportunity to improve his/her performance or conduct.

1:01:02 Depending on the mitigating factors, the supervisor, in consultation with the CAO, will determine the most appropriate form of disciplinary action in consideration of the employee's performance or misconduct. Serious offences may result in immediate suspension or dismissal without progressing through verbal or written reprimands.

1:01:03 Disciplinary action may be initiated in situations such as, but not limited to, the following:

- if an employee has not satisfactorily met the work requirements;
- if an employee has breached the employer's policies;
- for inappropriate conduct in the workplace; or
- for off duty conduct that has a detrimental impact on the employment relationship.

1:01:04 Discipline should be administered as soon as possible after an incident has occurred. In the event that a workplace investigation is required, this should be completed expeditiously. If discipline is recommended upon the conclusion of an investigation, it should be initiated as soon as possible.

1:01:05 In situations in which the Town decides that an employee should be removed from the workplace while an investigation is ongoing, the employee would be removed from the workplace and his/her duties with pay.

STEPS OF PROGRESSIVE DISCIPLINE

1:01:06 In each of the steps of progressive discipline, an employee should be informed of the following:

- a description of the incident(s), including evidence or the results of any investigation and the date of the incident(s);
- an explanation of why the behaviour is problematic;
- any previous discipline for the same or related conduct;
- the expectations for performance and conduct;
- any supports available to assist the employee to correct the behaviour; and
- the consequences of failing to correct the undesired behaviour.

1:01:07 An employee must be informed by the Manager that he/she is required to attend a meeting regarding discipline. The employee must also be advised that he/she is entitled to be accompanied by a representative of his/her choosing to this meeting.

1:01:08 Discipline would typically be applied progressively unless the misconduct is of a serious nature that the employer may

immediately suspend or terminate the employee. The progressive discipline process normally follows these steps, increasing in severity upon re-occurrences of misconduct or poor performance:

Verbal Reprimand

An employee may be verbally reprimanded by a Manager as a mechanism to impose discipline.

Written Reprimand

An employee may be issued a written reprimand as a mechanism to impose discipline by the Manager. Employees must be notified that a copy of the written reprimand will be placed in their personal file.

Suspension

An employee may be suspended without pay as a mechanism to impose discipline by the CAO. Suspensions with pay may be used when investigation is required before a final determination is made. Suspensions with pay should be no longer than five working days. Employees who are suspended without pay are not entitled to receive wages during the period of suspension nor are they permitted to use accumulated leave or overtime or receive payment for a statutory holiday that occurs during the suspension period.

Termination With Cause

When an employee's misconduct or poor performance is sufficiently serious such that the employment relationship is irreparably damaged, the employer may terminate the employment relationship with cause. For information on termination with cause, please see section 2:02:01 in the Personnel Policy No. 03-2012.

APPEALS

1:01:09

Any employee who is subject to any disciplinary action will have access to applicable grievance or review procedures. Employees should consult section 7 Part VII – Grievance Procedures in the Town of High Prairie Personnel Policy No. 03-2012.

PERSONAL FILES

1:01:10

Written notice of disciplinary action must be added to the employee's personal file by the employee's manager in consultation with the Strategic Human Resource Management Division. Any written notice of disciplinary action added to the employee's personal file shall, at the request of the employee, be removed after two years, provided there has not been a recurrence of a similar incident during that period.

Brian Martinson, Interim CAO/Town Manager

Linda Cox, Mayor