



TOWN OF CARLYLE

POLICY MANUAL

POLICY DESCRIPTION:	POLICY NUMBER: PER 0040
Discipline Policy	DATE APPROVED: December 2, 2009
	DATE REVISED: December 16, 2009
	October 12, 2011

Purpose of Policy: To ensure that Town employees are provided with clear direction and to inform employees about actions that can result in disciplinary action and consequences of infractions.

1. Disciplinary measures are not intended to punish employees; instead, they are intended to support employees to improve their performance.
2. Progressive discipline is normally applied in the way seen as most appropriate to the infraction, with disciplinary actions becoming more severe with repeat offences. It should be noted, however, that the process can begin at any step up to and including immediate dismissal.
3. Disciplinary measures may be administered by the Town Superintendent, the Chief Administrative Officer, or Council (not individual members of Council).
4. **Verbal Reprimand:** The first step in the formal disciplinary process is a verbal reprimand. This measure is used for infractions that are observed by or reported to Council, the Chief Administrative Officer, or Town Foreman. It is important that the person giving the reprimand notes the details of the incident, the nature of the reprimand, and the date the reprimand was given. A record of the verbal reprimand is to be kept in the employee's file.
5. **Written Reprimand:** The second step in the disciplinary process is a written reprimand. Generally, this measure is to be used for infractions that are not corrected by the employee after he/she has been verbally reprimanded. However, this step may be used first when it is determined that the infraction is serious enough to warrant such action. The written reprimand is a letter that includes the following, and is to be given to the employee with a copy placed in the employee's file:
 - A description of the incident or infraction
 - An explanation from the employee
 - A description of the required behavior
 - Any assistance the town is prepared to provide to assist the employee
 - The consequences of continued infractions
 - A process to determine whether the written reprimand was effective.

6. **Suspension:** The third step in the formal disciplinary process is suspension. The Town is to use this measure for serious infractions or when lesser disciplinary measures have not resulted in required improvement. Employees are to be notified of the suspension in a letter, with a copy placed in the employee's file, that includes:

- A description of the incident or infraction
- The start and end date of the suspension
- An explanation from the employee
- A description of the required behavior
- Any assistance the town is prepared to provide to assist the employee
- The consequences of continued infractions
- A process to determine whether the written reprimand and suspension was effective.

7. **Dismissal:** The final step in the formal disciplinary process is dismissal. The Town may consider dismissal when earlier corrective measures do not result in improved performance or when there has been a serious infraction that includes, but is not limited to:

- Theft
- Assault
- Continuous infraction of the rules
- Repeated refusal to follow supervisor's directions

Employees who are dismissed will be notified by letter, with a copy placed in the employee's file, which includes:

- The reason for dismissal;
- A summary of the corrective measures that were previously applied, or, in the case of extreme infractions, the reason why corrective measures were not used;
- The last date of employment.

8. Infractions:

A) Employees may be disciplined for the following infractions:

- Willful destruction or neglect of Town equipment or property, resulting in damage
- Conflict of interest with employment
- Neglect of duty
- Misconduct
- Intoxication (whether by alcohol or drugs) while at work
- Any violations of safety rules
- Smoking in restricted areas
- Discourteous treatment of co-workers or rate payers
- Theft
- Falsifying records or expense accounts
- Providing false or misleading information to obtain materials
- Providing false or misleading information to obtain leaves of absence
- Breach of confidentiality

B) Employees may be dismissed with or without previous steps of progressive discipline for infractions including but not limited to:

- Assault
- Bribery
- Fighting
- Conviction of a criminal offense
- Theft
- Assisting other employees to commit infractions
- Breach of confidentiality

9. **Appeal Process:** An employee is entitled to discuss any discipline matter with his/her immediate supervisor. In the event that a satisfactory resolution to the problem cannot be achieved at that level, the employee may request a meeting with the Chief Administrative Officer. This request must occur within three working days of the incident. The Chief Administrative Officer will, after meeting with the employee and hearing the employee's version of events, investigate the matter and provide a written response to the employee within one week of the date of the meeting. A copy of this written response will be placed in the employee's personnel file. If the employee wishes to further appeal the decision, a request to meet with the Human Resources Committee of Council can be submitted through the Chief Administrative Officer. This request shall be in writing, and shall outline the employee's reason(s) for appeal. The Human Resources Committee will endeavour to meet with the employee within one week of receipt of the written request. The Human Resources Committee's decision in the matter will be final, and will be communicated to the employee in writing within three working days of their meeting. If this timeline cannot be met, all efforts will be made to keep the employee informed of when the decision will be made.