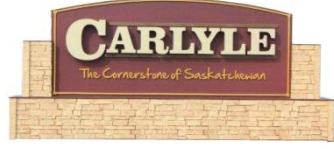


**TOWN OF CARLYLE  
POLICY MANUAL**

<b>Policy Description:</b> Discipline Policy	<b>TOWN OF CARLYLE</b>	
<b>Policy Number:</b> PER 0040	<b>Original Date:</b> December 2, 2009 <b>Revised:</b> December 16, 2009, Res. #8 May 21, 2025, Res. #2025-157	

**Purpose of Policy:** The purpose of the policy is 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.

A progressive discipline system is designed to increase the severity of the penalty each time an employee is disciplined. The sequence of penalties each time an employee is disciplined will be as listed bellows:

1. Verbal warning
2. Written warning
3. Disciplinary suspension
4. Termination of employment

**PROCEDURE OF DISCIPLINE**

If one of the above forms of discipline is to be administered to an employee, the following procedures must be followed:

Determine the nature of the violation.

- a) Determine the circumstances
- b) Gather the facts
- c) Deal with all employees involved
- d) Establish the penalty to the violation
- e) Record all the facts and discussions in the disciplinary interview
- f) The chart listed shows some example of some major areas of violation and the penalties involved. They may be used as a guideline in determining how to deal with employees in a disciplinary situation.
- g) All infractions will be considered on record for 18 months form the date of the infraction.

Progressive discipline is normally applied in the way seen as most appropriate to the infraction, with disciplinary actions becoming more severe with repeat offenses. It should be noted, however, that the process can begin at any step up to and including immediate dismissal.

Disciplinary measures may be administered by the Town Foreman, the Parks, Recreation & Culture Director, the Town Administrator, or Council as a whole (not individual members of Council).

**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 Administrator, 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. The employee will be instructed that a repeat occurrence will result in a more severe penalty. A record of the verbal reprimand is to be signed by both the employee and the supervisor and kept in the employee's file.

**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 to be documented on the Town of Carlyle Discipline Form (see appendix A)

This form is to be signed by both the employee, the supervisor and the Administrator. A copy to be given to the employee, with a copy placed in the employee's file.

**Suspension:**

The third step in the progressive 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. The written Suspension is to be documented on the Town of Carlyle Discipline Form (see appendix A)

A disciplinary suspension is defined as a temporary removal of an employee from work, without pay, as a form of discipline for misconduct or performance issues.

This form is to be signed by both the employee, the supervisor and the Administrator. A copy to be given to the employee, with a copy placed in the employee's file.

**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 with be notified by letter that 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

## **PROGRESSIVE DISCIPLINE LEVELS**

The Town is committed to maintaining a safe and productive workplace. Behaviour that is incompatible with that goal will be dealt with in a firm, fair and effective manner. Documentation of improper behavior as the resulting consequences is required in all instances.

## **WORK VIOLATION AND SUGGESTED RESPONSES**

This chart is meant to provide you with an example of unacceptable offences and the resulting violation. Depending on the severity of your action, management reserves the right to advance the progressive discipline to a higher level that fits the violation.

A Progressive Discipline warning will remain on file for 18 months. If no further violations happen during that period, the discipline will become inactive.

### **Key: Formal Disciplinary Actions**

V: Verbal warning;

W: Written warning

S: Final written warning and suspension

T: Termination of employment

\* Consideration will be given to the nature of incidents, factual details, the frequency of offences and the employee's overall work record prior to issuing any progressive discipline.

Suspensions will range from 1 day to 3 days at the supervisor's discretion.

Description	Violation			
	1st	2nd	3rd	4th
<b>Attendance Violations</b>				
Unscheduled absences	V	W	S	T
Unapproved late arrivals	V	W	S	T
Unapproved early exits	V	W	S	T
Unapproved extended breaks or meal times	V	W	S	T
Absences that exhibit a pattern or trend	V	W	S	T
Three or more days of no call, no show at work	T			
<b>Conduct Violations</b>				
Failure to follow organizational or departmental dress code policies	V	W	S	T
Using another person's computer login, passwords or access codes without proper authorization	W	S	T	
Unauthorized and improper use of company property or equipment	W	S	T	
Using company time for personal gains including visiting social networking sites and conducting personal business during work hours	V	W	S	T
Making unauthorized long-distance calls from work phones	W	S	T	
Using company vendors and purchasing agreements for unauthorized personal gain, including receiving the company discount on personal merchandise orders, using company credit to purchase personal items such as gas and food	S	T		
Smoking or vaping on work premises in unauthorized areas	V	W	S	T
Compromising the privacy and confidentiality of resident's information collected by the company	S	T		
Being unfit to perform job requirements, including sleeping on the job or working under the influence of drugs and/or alcohol	W	S	T	
Consumption of alcohol or drugs during working hours	T			
Insubordination, including refusing to accept instructions from supervisors or other proper authorities	V	W	S	T
Use of profane, abusive, or loud/ boisterous language on company premises or when acting on the organization's behalf	V	W	S	T
Failure to appropriately interact with anyone on company premises, including visitors, residents, council, or other employees	V	W	S	T
Actions that are considered to be disrespectful or harmful to others	W	S	T	
Threats, fighting, or other physical actions against another person while on company premises or while acting on behalf of the company	S	T		
Crimes against the organization, including theft, willful damage of company property, possession of alcohol/illegal drugs/weapons/explosives, gambling for personal gain	T			

Description	Violation			
	1st	2nd	3rd	4th
Any activity which violates federal or provincial standards regulating the provision of professional services or violation of regulations that affect licensing, commissioning or certification	T			
<b>Health &amp; Safety Violations</b>				
Failure to follow organizational policies, practices and procedures that relate to the health & safety of the organization and its employees *could be progressed depending on severity	V	W	S	T
Failure to wear in an appropriate manner the required personal protective equipment as specified for the task(s) performed	V	W	S	T
Failure to immediately report an accident on company premises or of company responsibility	W	S	T	
Dangerous operations of a motor vehicle	W	S	T	
Using company machinery or equipment without proper training or certification	W	S	T	
Behaviour which could comprise the safety of yourself or others	S	T		
Safety violation	S	T		
<b>Performance Violations</b>				
Not meeting job requirements/ standards	V	W	S	T
Missing deadlines	V	W	S	T
Not attending, arriving late or leaving early to scheduled meetings including team, group, client and/or vendor appointments	V	W	S	T
Not meeting deadlines or developed goals	V	W	S	T
Deliberately prolonging jobs	W	S	T	
Misusing, destroying or damaging property	W	S	T	
Failure to show up in an emergency situation	W	S	T	

## **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 Town Administrator. This request must occur within three working days of the incident. The Town Administrator 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 Town Administrator. This request shall be in writing, and shall outline the employee's reason(s) for appeal. The Human Resources Committee will endeavor 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.

**Date of Discipline Meeting:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Circle:**

Verbal

Written

AWOL

**Suspension without Pay:**

1 DAY      Date of Suspension: \_\_\_\_\_

3 DAY      Dates of Suspension: \_\_\_\_\_

**Occurrence and nature of violation: Safety, Policy or Performance:**

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**Progressive Discipline: Any future infractions of this nature will result in more severe discipline, up to and including dismissal. Comments.**

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**The Employee hereby acknowledges that he/she received this Notice of Disciplinary Action and understand the contents herein.**

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Administration:** \_\_\_\_\_

**Date:** \_\_\_\_\_