

**TOWN OF
AMHERSTBURG**



POLICY NO.: Discipline

SOURCE: Council Minutes

SECTION: Report 10

DATE ENACTED: October 23, 2006

DATE OF AMENDMENT:

SUBJECT:

Discipline

INTENT:

The Town recognized the responsibility to provide efficient services to the public and expects that an employee will perform work in accordance with this objective. At times, it may be necessary for Management to impose disciplinary penalties against an employee who fails to adhere to this objective.

SCOPE:

This policy applies to all employees.

PROCEDURE / IMPLEMENTATION:

An employee who fails to observe rules, regulations and who, in general, exhibits inappropriate conduct may be subject to discipline. Discipline will be administered in a fair and just manner and in accordance with the concept of progressive discipline. Progressive discipline is meant to be corrective in nature inasmuch as the employee is disciplined as a warning that the employee's actions or non-actions are unacceptable. If the situation is not corrected, possibly more harsh discipline can be expected. Progressive discipline is not meant to infer that in all cases discipline must commence with a verbal warning. Discipline will be administered in accordance with the severity of the infraction which can include steps up to and including discharge.

Many factors should be examined in determining the degree of discipline appropriate in a particular situation or whether in fact discipline is warranted at all. The CAO and Human Resources Specialist are to be consulted in order to provide assistance to departments in resolving questions concerning discipline.

Discipline, suspension and discharge proceedings are to be completed in accordance with the appropriate Collective agreements. A copy of all written discipline is included in the employees personnel file.

**SEE ALSO POLICIES ON
DISCHARGE**