



## **Progressive Discipline Policy**

### **Intent**

Town of Thorsby uses progressive discipline to address performance, conduct, and policy violation issues. Progressive discipline allows employees to correct any issues or concerns and reduces the need for termination of employment.

Town of Thorsby strives to work with employees regarding any issues in the workplace but also needs to hold employees to a high standard of performance and conduct. Therefore, a progressive, multi-step disciplinary process has been implemented.

### **Guidelines**

#### **Progressive Discipline Process**

If an employee of Town of Thorsby violates company policy or exhibits reckless behaviour, the defined system of progressive discipline will be used.

Progressive discipline can be issued for attendance, conduct, health and safety, or performance concerns. This is not an exhaustive list of the reasons it may be used.

Employees will be given multiple opportunities to correct the identified issue or concern, unless the issue or concern is severe, in which case progressive discipline can be accelerated to match the violation. Typically, progressive discipline proceeds through these steps:

1. Coaching (informal);
2. Verbal warning (formal);
3. First written warning (formal);
4. Final written warning with possible suspension (formal); and
5. Termination.

With each violation or apparent problem, the employee will be provided with a written document to alert them of the problem and, if applicable, provide a copy of the company policy being violated; advise them of the consequences for further infractions; and suggest a method for improvement.

#### **Informal Coaching**

Before giving a formal verbal warning, Town of Thorsby may provide employees with informal coaching. Informal coaching is a documented process that offers the employee an opportunity to correct an issue before starting the formal discipline process and receiving a verbal warning. Depending on the nature of the issue or concern, this step may be skipped.

#### **Formal Warnings**

All formal warnings will be kept on file for seven years. If no further discipline occurs within the time period, the warning will become inactive. If further offences relating to the issue occur, the warning will be attached to the next set of progressive disciplinary actions.

Degrees of discipline will be used in relation to the problem at hand. As the situation dictates, based on the past performance of the employee and the seriousness of the violation, Town of Thorsby reserves the right to skip the four-step disciplinary process and move straight to termination when necessary.

### **Investigation and Documentation**

All alleged violations will be properly investigated and documented by a manager or human resources. All formal measures taken within the progressive discipline process will be documented and kept in the employee's personnel file.

### **Suspension**

During the final written warning, an employee may be suspended or put on review. Employees put on suspension will be excluded, with pay, from the workplace for a period of one to three days, depending on the violation. Typically suspension will be for three days unless the employee is required at work to complete projects or perform required duties. The purpose of the suspension will be to provide the employee time to reflect on their actions as well as their continued employment with Town of Thorsby.

### **Termination of Employment**

The final stage of progressive discipline is termination of employment. Termination of employment with Town of Thorsby may occur following an employee committing multiple violations of company policy, after the logical steps for progressive disciplinary action have been taken, or immediately following a severe violation.

### **Appeals**

If an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with human resources. Written appeals must contain:

- Details of the discipline;
- Events surrounding the discipline; and
- Why the employee feels the discipline is unwarranted or inappropriate.

Human resources shall review and respond to all written appeals within 10 business days.

### **Suspension Pending Investigation**

If an employee of Town of Thorsby is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation, and the actions that predicated the decision.

This form of suspension is not disciplinary but is intended to allow Town of Thorsby the time to examine the issues thoroughly and to determine appropriate action. If the investigation is not

completed during the stated timeline, Town of Thorsby reserves the right to extend the suspension as necessary.

During the investigation, Town of Thorsby will provide the suspended employee with the details of the allegations and give them an opportunity to respond. The suspended employee must ensure that they are available for interviews during this period. If the suspended employee fails to make themselves available, Town of Thorsby will proceed with the investigation and make a determination based on the information available.

The suspended employee will have the right to legal representation, union representation, or a Town of Thorsby representative present at any such interview, and will be given a minimum of 24 hours' notice before any interview.

As the suspended employee will be suspended with full pay, they are expected to be available for interviews and requests from Town of Thorsby during the employee's regular working hours. If the employee wishes to take time off or leave from work during the paid suspension, the employee must follow standard procedure.

Any Town of Thorsby employee placed on suspension with pay must temporarily turn over their office keys, access passes, company identification, and company credit cards. Any and all company property, business information, and confidential information are to remain at the worksite. If any employee placed on suspension with pay maintains any files or equipment at their residence which are the property of Town of Thorsby, they must turn these items over to a company representative until the investigation is completed.

Town of Thorsby employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contact.

## Acknowledgement and Agreement

I, \_\_\_\_\_ (Employee Name),

acknowledge that I have read and understand the Progressive Discipline Policy of Town of Thorsby. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Witness: \_\_\_\_\_