

Policy Title: Corrective Discipline

Last Approved: February 2025

BACKGROUND

The purpose of this policy is to outline procedures for the imposition of corrective discipline, where appropriate.

APPLICATION

This policy applies to all Association employees.

POLICY STATEMENT

It is the policy of the Association to ensure that, where an employee has been determined to have engaged in misconduct, appropriate corrective action is taken. Disciplinary action will typically be applied in a progressive manner, with the severity of sanctions increasing for repeated misconduct. The level of disciplinary sanction will ultimately be determined based on the entirety of the employee's employment record, the seriousness of the misconduct and the level of discipline determined necessary to prevent further misconduct.

Process

The typical stages of discipline include:

1. Verbal Warning
2. Written Warning
3. Suspension without pay
4. Termination for Cause

Responsibilities

- Where a discipline other than a verbal warning is being considered, the circumstances of the matter shall be discussed with the Executive Director.
- Where an employee is to be considered for termination with cause, the advice of Legal Counsel must be sought.
- The authority to terminate an employee rests with the Executive Director with notification to the Executive in advance of the action.

The Executive Director/Director and a second member of the management team shall meet with the employee to communicate the disciplinary decision.

- The Executive Director/Director must maintain relevant documentation and ensure copies of disciplinary warnings/letters are placed on the employee's personnel file.
- In the case of an employee reporting directly to the Executive Director, the Executive Director will inform the Executive of the discipline.

Administrative Leave Pending Investigation

Where it appears that a serious misconduct has occurred, but further investigation is necessary, and where the employee's presence may affect the investigation or the employee's ability to respond to allegations, the employee may be placed on leave from work pending any investigation. This leave is considered non-disciplinary and shall typically be with pay.

- i. Where an employee is suspended pending the results of an investigation, the employee shall be so informed in writing by the Executive Director and a copy of the letter shall be placed on the employee's file;
- ii. If following the investigation, the employee is found to be blameless, all reference to the matter shall be removed from the employee's personnel file.

Removal of Disciplinary Documents from Personnel File

Employees may request, in writing to the Executive Director, removal of any disciplinary documents from their personnel file after 24 months from the date of the disciplinary document, unless there have been subsequent documented incidents of a similar nature.

REFERENCES