

Rural Municipality of Riding Mountain West

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Policy No. PER 03	Reference: Human Resources
Policy Title: Progressive Discipline Policy	Pages: 5
Policy Effective: July 3, 2019	Policy Amended: May 13, 2020

PRINCIPLES:

The Rural Municipality of Riding Mountain West (RM) is committed to maintaining a healthy and productive work environment and atmosphere where all employees are afforded the opportunity to thrive. Where behaviours or competency do not allow for the RM to achieve its desired work environment goals, the RM is committed to addressing the situation promptly and appropriately.

PREAMBLE:

Effective processes and controls are required to address employee performance issues and correct inappropriate behaviours. Effective management of this process will allow the RM to create an atmosphere where employees thrive.

The creation and maintenance of a healthy and productive work environment is a collective responsibility between the RM and its employees.

DEFINITIONS:

Municipality refers to the Rural Municipality of Riding Mountain West.

Progressive Discipline is a disciplinary process in which the disciplinary actions become more formal and severe as it progresses.

POLICY OBJECTIVE:

The objectives of this policy are to:

- Provide a framework to address inappropriate behaviour and competencies of employees; and
- Ensure a fair and consistent process is in place to address situations quickly.

SCOPE:

This policy applies to all RM employees.

GUIDING PRINCIPLES:

1. The RM will apply a progressive discipline approach to address employees' performance and workplace issues.

2. Management is expected to ensure that performance and workplace issues are addressed promptly and appropriately.
3. Where an employee’s work performance falls below acceptable standards, the immediate supervisor must provide documented timely and relevant feedback identifying where expectations are not being met and must work with the employee to develop a plan to restore performance to a satisfactory measure.
4. Immediate supervisor should seek advice and guidance from Chief Administrative Officer or the Personnel and Policy Committee prior to addressing escalating performance management issues.
5. In dealing with misconduct on the part of an employee, the RM will follow the procedures outlined in Appendix A.
6. In situations where the misconduct results in the need for escalated discipline, employees may be subject to disciplinary actions including but not limited to suspension with or without pay or immediate termination.
7. In cases where employees are not meeting expectations that have been clearly defined, management may take disciplinary action through the following steps, in the order presented, and in accordance with the procedures outlined in Appendix 1.
8. The immediate supervisor must document all disciplinary actions and provide a copy of all documentation to the Chief Administrative Officer. At all stages of discipline, it is recommended that the supervisor be accompanied by a witness in the delivery of the discipline (preferably a staff member of the RM).
9. All disciplinary actions are subject to any Employment Agreement.
10. Disciplinary action may start at any step, in instances of gross misconduct such as theft, sexual assault, physical abuse, alcohol or drug abuse on the job, insubordination, harassment or any incident of equal gravity. These types of serious offences may result in immediate termination.
11. The decision to terminate an employee may be recommendation by the immediate supervisor and approved by Council.

ROLES AND RESPONSIBILITIES:

STAKEHOLDER	RESPONSIBILITIES
Council	Approve and formally support this policy. Act as the Appeal Body in the process. Approve all terminations.
Chief Administrative Officer	Develop, maintain and oversee the implementation of this policy. Provide guidance on the progressive discipline process.
Immediate Supervisor	Conduct progressive discipline with Employee. Work with the Chief Administrative Officer on discipline issues.
Employees	Comply with employment expectations.

INQUIRIES:

Inquiries regarding this policy can be directed to the Chief Administrative Officer.

AMENDMENTS (Revision History):

Amendments to this Policy will be published from time to time and circulated to the RM community.

PROGRESSIVE DISCIPLINE POLICY
APPENDIX A

Progressive Discipline Procedures

In dealing with employee discipline, immediate supervisor will work with the CAO or Personnel and Policy Committee to:

- Determine from the employee the reasons for inappropriate behavior;
- Give due consideration to the employee's explanation;
- Identify the difference between the required behaviour and the employee's behaviour;
- Clearly articulate the behaviour that is required in the future;
- Acknowledge the employee's progress in improving performance, and where possible, support an employee's effort to improve.

In cases where the employee is not meeting expectations that have been very clearly defined, the RM may take disciplinary action through the following steps in accordance with the applicable Terms and Conditions of Employment:

1. Verbal Reprimand

- 1.1 Beginning with verbal discussions, where an employee's work performance falls below the expected standards, the immediate supervisor will provide timely and specific feedback identifying where expectations are not being met. A documented account of discussion shall be placed in the employee's personnel file.
- 1.2 The employee and immediate supervisor may discuss ways to improve the specific performance areas.
- 1.3 The employee will have the opportunity to demonstrate improvement and the immediate supervisor will monitor performance and acknowledge if and when the performance issue has been corrected.

2. Written Reprimand

- 2.1 Should the performance issue continue, the disciplinary process will move to an increased level of formality.
- 2.2 This involves the immediate supervisor documenting discussions with the employee about the performance issue and sharing a copy of the documentation with the employee and also ensuring a copy of the documentation is maintained in the employee's personnel file.
- 2.3 The immediate supervisor will work with and support the employee to identify the necessary improvements and the timeline for improvements.

3. Disciplinary Probation

3.1 In consultation with the Personnel and Policy Committee, an employee may be placed on disciplinary probation if performance does not improve. This involves providing the employee with written notice and details on and the conditions for the probation.

4. Suspension With or Without Pay

4.1 In consultation with the Personnel and Policy Committee, an employee may be placed on suspension, with or without pay, for a defined period of time.

4.2 Notice shall be provided to the employee and will include the details of and the reasons for the suspension.

5. Termination

5.1 The last step in the progressive discipline process is the termination of an employee.

5.2 The termination decision may be recommendation by the immediate supervisor and approved by the Personnel and Policy Committee.

5.3 This termination process is subject to the terms and conditions as outlined in the Employment Agreement.

6. Appeals

6.1 In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with Council.

6.2 Written appeals shall contain any necessary documentation.

Council shall review and respond to all written appeals.