LAC LA BICHE COUNTY PROCEDURE

TITLE: Progressive Discipline Standard Operating Procedure	PROCEDURE NO: CS-03-015-09
SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-015	AMENDMENT DATE:

1.0 General Statement

Lac La Biche County has adopted a SOP of Progressive Discipline to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise. This set of reasonable rules and guidelines has been established for all employees to follow. These have not been put in place to restrict the freedoms of our employees, but rather they are in consideration of their safety and the overall protection of our employees, property, and business practices.

2.0 Progressive Discipline Process

In the event that an employee of Lac La Biche County violates County policy or exhibits problematic behaviour, a system of progressive discipline shall be utilized.

Progressive Discipline can be issued on: attendance, conduct, health & safety or performance concerns.

Employees will be given four opportunities to correct the unwanted behaviour, unless the behaviour or concern is severe or repetitive in nature, in which case, progressive discipline can be accelerated to match the violation. A single incident of serious misconduct can be just cause for termination. Typically, progressive discipline will progress through the following steps:

- Coaching
- Verbal Warning
- Written Warning
- Final Written Warning with Possible Suspension
- Termination

With each violation or apparent problem, the employee will be provided with a written document to:

- Alert them to the problem and provide a reiteration of the correct County policy or SOP regarding the violation;
- Advise them of the consequences associated with further infractions; and
- Provide a suggestion towards a method of improvement.

All formal warnings will be kept on file for a period of eighteen (18) months. If no further discipline happens within the time period, the warning will become inactive. If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary

actions. If the employee is terminated or otherwise leaves employment with the County, any formal warnings on file will remain on file for a period of at least two (2) years.

Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee and the seriousness of the violation, the County reserves the right to skip any of the disciplinary steps and move straight to the most relevant step, or termination where necessary.

3.0 Investigation and Documentation

All related documentation will be kept in the Employee's personnel file. All violations or alleged violations will be properly investigated and documented by a Supervisor, Manager, General Manager and or Human Resources.

4.0 Suspensions and Review Periods

An employee may be suspended and/or put on review with or without pay.

4.1 Suspension with Pay – Pending Investigation

In the event that an employee is placed on suspension with pay pending the results of an investigation, the Employee will be notified of the decision, a stated timeline for the investigation, suspension and the actions that predicated the decision.

This form of suspension is not disciplinary but is intended to allow Lac La Biche County to examine the issues thoroughly and to determine appropriate action. Should the investigation be completed before the expected end of the suspension, the Employee may be called back to work sooner. Should the investigation not be completed during the stated timeline, the Employer will reserve the right to extend the suspension, as necessary.

During the course of the investigation, the suspended employee will be provided with the details of the allegations and given an opportunity to respond to them. If the suspended employee fails to make himself/herself available, the County will proceed with the investigation and make a determination based on the information available.

The suspended employee will have the right to their own legal representation (at their own cost) or a Lac La Biche County representative present at any such interview, and will be given 24 hours' notice prior to any interviews taking place.

As the suspended employee will be suspended with full pay, he/she will be required to be available for interviews during this period. Should the suspended employee need to leave town or be otherwise unavailable for interviews, he/she must submit a request and be granted approved leave.

Any employee who is placed on suspension with pay will be required to temporarily turn over his/her office keys, access passes and Lac La Biche County identification and credit cards. Any and all County property, business information, and confidential information are to remain at the worksite. In the event that any employee placed on suspension with pay maintains any files or equipment at his/her residence which are the property of the County,

he/she will be required to turn these items over to a representative of the organization, until such time as the investigation is completed.

Employees placed on suspension with pay should not have contact with anyone from the workplace other than their designated point of contact.

4.2 Suspension without pay

As a disciplinary measure, or to allow the County adequate time to investigate a situation, employees can be put on suspension without pay from the workplace for a period of one to three (1-3) days depending on the violation. Typically suspension will be for three (3) days unless the Employee is required at work to complete projects or perform required duties.

4.3 Review Period

Employees may be put on a review period following the final written warning. The review period will last three to six (3-6) months depending on the violation. During the review period the employee will be excluded from wage increases and advancement and discouraged from taking vacation.

5.0 Termination of Employment

The final stage of progressive discipline is termination of employment. Termination of employment may occur as discipline following an employee committing multiple violations of County policies and procedures, after the logical steps for progressive disciplinary action have been taken, or immediately following a severe violation.

6.0 Appeals

In the event that an employee feels that they have been wrongfully accused or disciplined, they may file a written appeal with the Manager of Human Resources, or to the Chief Administrative Officer, as the Employee deems appropriate. Written appeals must contain:

- Details of the discipline;
- Events surrounding the discipline;
- Why the Employee feels the discipline is not warranted or appropriate.

The Manager of Human Resources, or the Chief Administrative Officer, shall review and respond to all written appeals within ten (10) business days.

"Original Signed"	November 8, 2013
Chief Administrative Officer	Date