

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-041

EMPLOYEE DISCIPLINE

**Effective Date:
July 10, 2023**

**Revision Date:
February 29, 2024**

POLICY PURPOSE

It shall be the policy of the Town of Lockeport to implement a procedure intended to improve performance and compliance with organization standards by correcting unsatisfactory behaviour.

Fostering growth and understanding is an important part of creating and maintaining a positive work environment and promoting positive behaviour. This policy is intended to complement leadership in administering fair and consistent treatment of all employees.

POLICY DETAILS

INVESTIGATIONS

Upon receipt of a written complaint, the Town Clerk/Treasurer, or designate will discuss the matter with the complainant. The respondent will be given an opportunity to explain the situation and their actions. Any witnesses will be consulted. The Town Clerk/Treasurer, or designate will review all relevant documentation in confidence.

The investigation must be completed within thirty (30) working days of the complaint being received, including a summary of the findings and the Town Clerk/Treasurer, or designate's decision on disciplinary action to be implemented.

A letter will be provided to the complainant and the respondent advising of the Town Clerk/Treasurer's decision in regard to resolving the complaint (i.e. the complaint was founded or unfounded). Due to the confidential nature of human resource matters, the specific disciplinary decision (if applicable) of the Town Clerk/Treasurer will not be shared with the other party.

A written complaint regarding the Town Clerk/Treasurer shall be directed to the Mayor and Deputy Mayor and shall follow the same process as any other employee.

DISCIPLINARY ACTIONS

The following disciplinary actions are identified in order of seriousness. Depending on the seriousness of the incident the Town Clerk/Treasurer, or designate, may take action as reasonably required given the nature of the offence.

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(a) Verbal Warning

- Employee will be given a verbal warning regarding the undesirable behaviour or action, including an explanation of when the action took place and why it is considered unacceptable;
- Employee will be informed that further disciplinary action will follow if unacceptable behaviour continues;
- Employee will be informed that this complaint will go into their personnel file, and will be taken into consideration with respect to future complaints.

Examples of reasons for verbal warnings include first offence for tardiness, foul language, dressing inappropriately or not following proper work procedures.

(b) Written Warning

- Employee will be given a written warning regarding the undesirable action or behaviour in the event that the matter has either been discussed in a previous verbal warning or it is severe in nature;
- Employee will be given an explanation of when the action took place and why it is considered unacceptable;
- A copy will be given to the employee and a copy will be placed in their personnel file;
- Employee will be informed that further disciplinary action, up to and including termination, will follow if unacceptable behaviour continues.

Examples of reasons for written warnings include inappropriate or rude interactions, not showing up for work or lack of adherence to Town policies or standards.

(c) Suspension

- Employee will be given written documentation regarding the suspension in relation to the undesirable action or behaviour in the event that the matter has either been discussed in a previous verbal or written warning or it is severe in nature;
- Documentation will include information on the offence and the length of the suspension;

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- Employee will be given an explanation of when the action took place and why it is considered unacceptable;
 - Employee will be provided with a copy of the suspension letter. A copy will be placed in their personnel file;
 - Employee will be informed that further disciplinary action, up to and including termination, will follow if unacceptable behaviour continues.

Examples of reasons for suspension include repetitive tardiness or absences, intentionally providing misinformation, verbal abuse, breach of trust or confidentiality, repetitive lack of adherence to Town policies or standards.

(d) Termination

- Employee will be given written documentation regarding the termination in relation to the undesirable action or behaviour leading to and justifying the termination;
- Documentation will include information on the offence and the previous disciplinary communications with the employee;
- Employee will be given an explanation of when the action took place and why it is considered unacceptable;
- Employee will be provided with a copy of the termination notice and a copy will be placed in their personnel file;
- Employee will be asked to leave the workplace after handing in any Town property in their possession.

Examples of reasons for termination include physical or sexual assault, theft, reporting to work under the influence of alcohol, cannabis or illegal drugs or repeated unsuccessful disciplinary attempts.

SCOPE

This policy applies to all employees of the Town of Lockeport, including managers, unionized staff, non-unionized staff and temporary employees.

This policy is intended to work in conjunction with Article 4 of the IBEW Local 1928 Collective Agreement currently in place. It is recognized that unionized staff may wish to have a union representative present during disciplinary discussions and every reasonable attempt will be made to accommodate that request.

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Any employee action deemed to be illegal shall be immediately reported to the appropriate authorities.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members
Of Intent to Consider (7 days minimum): June 27, 2023

Date of Passage of Current Policy: July 10, 2023_____

I certify that this Policy was adopted by Council as indicated above.

June Harding
Town Clerk/Treasurer

Nov. 19/24
Date

February 29, 2024
Revision Date