



Corrective Action/Progressive Discipline Procedure

Office of Administrative Responsibility	Agri-Food Discovery Place
Approver	Executive Director
Scope	Compliance with this procedure extends to all full time , part time and temporary/casual employees, students and researchers, at Agri-Food Discovery Place

Overview

Health and Safety is an integral part of all our business and research activities at Agri-Food Discovery Place, and we are continually working towards making measurable improvements in the health and safety aspects of our workplace on an ongoing basis.

Purpose

Progressive discipline is the process of using increasingly severe steps or measures when an employee fails to correct a problem after being given a reasonable opportunity to do so. The underlying principle of sound progressive discipline is to use the least severe action necessary to correct the undesirable situation and to notify the employee that continued misconduct may lead to termination. Increase the severity of the action only if the condition is not corrected. This process gives an employee the opportunity to correct his or her behavior before termination is necessary.

Responsibilities

Executive Director

Provide the necessary resources and guidance to support this policy and procedure.

Managers and Supervisors

Follow the steps outlined below when implementing Corrective Action/Progressive Discipline.

Guidelines

Corrective Actions/Progressive Discipline should normally follow a progressive model; that is, under normal circumstances, discipline should progress from verbal warning to a written warning to suspension and finally, termination of employment. However, there are some situations which are so serious that a strict adherence to the progressive discipline model is inappropriate and more serious disciplinary action, up to and including termination of employment is warranted at the first offence. Examples of such situations include but are not limited to: insubordination, assault, theft, fraud, illegal use or sale of drugs.

Procedure

The corrective action/Progressive Discipline Process includes the following steps:

1. Verbal Warning

- a. In a private conversation with the affected employee, the exact performance or behavior must be clearly stated. Always provide the employee the perspective to explain their side of the situation.



- b. Follow up with a request for specific positive and measurable change and confirm with the employee his/her understanding of what is expected.
Advise the employee that this is a documented verbal warning and that a copy of the documentation of this conversation will be provided for the employee (as well as placed in his/her personnel file).
 - c. Close the coaching session by stating what disciplinary action could perhaps occur in the event of a future similar recurrence.
2. Written Warning
 - a. Begin this process as in the verbal warning, however, after requesting specific change and achieving confirmation from the employee that he/she understands what has occurred, proceed to explain to the employee the timeline for improvements and how improvement will be measured and what the desired outcome of this counseling process will be.
 - b. Advise the employee that this is a written warning and that a copy of the documentation of this conversation will be provided for the employee (as well as being placed in his/her personnel file).
 - c. Close by asking for clarification stating what disciplinary action could occur should there be a recurrence.
3. Written Final Warning
 - a. Begin this process as in the initial written warning. Advise the employee that the desired change in behavior has not been met and that this is a final opportunity for the employee to make the necessary behavioral changes prior to advancing to the next step in the Disciplinary process which may include termination of employment.
 - b. Ensure the employee understands the significance of this warning and the potential outcome should the required change(s) not occur.
4. Suspension
 - a. Initiate a similar counseling session as in the verbal and written warning phases. Provide the employee with the opportunity to explain the situation and that the necessary changes to behavior or performance have not occurred.
 - b. Advise the employee that his/her employment will be suspended for a specific period of time. The number of days is dependent on the severity of the situation. The amount of time can be jointly determined by the Supervisor and Executive Director and/or Human Resources.
 - c. Advise the employee of the date of return to work.
 - d. Advise the employee that the next step in the process may be termination of employment should the desired changes to behavior(s) or performance not occur.
5. Termination of Employment
 - a. If the employee is unwilling to make the necessary changes to behavior(s) or performance and all previous steps have failed to elicit the necessary response, termination of employment may be considered.
 - b. Certain violations such as insubordination, threat of violence, theft, fraud and illegal use or sale of drugs may be grounds for immediate termination.



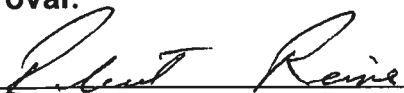
- c. Prior to termination of employment it is imperative that the employee be given due process and allowed enough opportunity to make changes. Only after all previous steps have been exhausted should termination be considered.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use

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Approval:



 Executive Director

Nov 4/10

 Date



 Chair WHSC

NOV 4/10

 Date