



<b>DEPARTMENT: EXECUTIVE COMMITTEE</b> <b>DATE PREPARED: JUNE 10, 2010</b> <b>COUNCIL MEETING DATE: JUNE 14, 2010</b>	<b>PAGE 1 OF</b> <b>REPORT NO. EX-106-10</b>
<b>SUBJECT – DISCIPLINE POLICY</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Amendments <input type="checkbox"/> Other	
Resolution #	

### **BACKGROUND**

Due to the nature of certain policies and for staff clarity on disciplinary matters a formal statement of employee discipline is desired.

### **DISCUSSION / ANALYSIS**

A number of existing policies make reference to discipline as such this policy will give guidance as to the process to be followed.

### **RECOMMENDATION**

That Report # EX-106-10 be received as information and further that the Policy entitled Employee Discipline Policy be approved as part of the Town of Ingersoll Employee Policy Manual.

### **ATTACHMENTS**

Employee Discipline Policy

Prepared by:

Darell Parker  
Deputy CAO

# Ingersoll



## POLICY

<b>POLICY AND PROCEDURAL MANUAL</b>		<b>PAGE NUMBER</b>	<i>1 of 3</i>
<b>POLICY NO.</b>		<b>REVIEW FREQUENCY</b>	<i>AS REQUIRED</i>
<b>APPROVED BY</b>	Council	<b>DATE APPROVED</b>	June 14, 2010
		<b>REVISION DATE</b>	
<b>SUBJECT</b>	<b>Employee Discipline</b>		

### PURPOSE

The intent of this policy is to identify the discipline process for all employees of the Town of Ingersoll and give guidance to management personnel in providing discipline in order to curtail inappropriate or unacceptable behaviour by employees when circumstances warrant.

The purpose of disciplining employees is to correct inappropriate behaviour or actions on the part of any employee and to establish clear expectations and training for employees to ensure that they can meet those expectations and perform their duties in compliance with the Town of Ingersoll's rules, directives, regulations, instructions and policies.

Under normal circumstances, where policies, procedures or professional practices are ignored or contravened, disciplinary action will be taken. Where misconduct is repetitive or severe, it may be appropriate to dismiss the employee.

### SCOPE

This Policy shall apply to all employees of the Town of Ingersoll.

### DEFINITIONS

"Manager" refers to the Chief Administrative Officer, Department Head, Director, Manager or Supervisor.

"Misconduct" generally refers to behaviour that an employee should have known is not appropriate. It would involve either an inappropriate action taken by an employee or a failure to act appropriately. While misconduct might be wilful, intention is not a necessary component. Negligence can be misconduct.

# Ingersoll



## POLICY

POLICY NUMBER -

PAGE NO.

2 of 3

SUBJECT

### PROCEDURE

Where there is concern about possible misconduct by an employee, the Manager will first investigate which usually means conferring with the employee (with Union representation as applicable) and gathering information from all sources.

If the Manager determines that a matter may require disciplinary action, the Manager will schedule a meeting to discuss the matter. The employee is to be advised that disciplinary action is being considered and that the employee may have another employee attend the meeting with them. For unionized employees, representation is in accordance with the employee's collective agreement. The Manager may also seek such assistance as the Manager considers necessary at the meeting.

The Manager will give consideration to the information gathered during the investigation and the discussions at the meeting before deciding how to respond to the misconduct.

In some circumstances, it may be necessary to deal with the misconduct immediately so the investigation should follow as soon as possible.

If, as a result of the investigation, the Manager concludes that disciplinary action is required, the employee, Union and Senior Administration is to be notified. The employee, Union and Senior Administration are to be given a copy of any disciplinary document that is to be placed in the employee's file. An employee has the right to respond in writing to any discipline imposed and such response will be placed in the employee's file.

Disciplinary action may include (but is not limited to) a verbal warning, a written reprimand, an unpaid suspension or dismissal.

Employees will have their past disciplinary record taken into account by the Manager when determining an appropriate response. Timeframes provided in a collective agreement are to be observed.

# Ingersoll



## POLICY

POLICY NUMBER -

PAGE NO.

3 of 3

SUBJECT

**PROCEDURE cont.**

While discipline is generally imposed progressively, the nature of disciplinary action will depend on the circumstances.

An employee may face severe disciplinary action, up to and including dismissal, if the misconduct warrants it, even if there was no past record of misconduct.

The Chief Administrative Officer will inform the Executive Committee prior to imposing discipline when severe disciplinary action is being contemplated.

This policy does not supersede any requirements under Municipal By Law, Provincial Acts or Regulations or Collective Agreements.