

SAMPLE: Progressive Discipline Policy

From Southern Ontario Library Services (SOLS) *Internal Policies & Procedures Manual*

SOLS promotes fair and constructive treatment of unacceptable conduct or work performance. The progressive discipline process is carried out with the intent to improve behaviour.

Identification of Performance Issues

The supervisor is responsible for promptly identifying and responding to any unsatisfactory conduct or performance. Before initiating a progressive disciplinary process, the supervisor communicates both verbal and written expectations to the staff member and ensures that he or she knows the standard expected and that failure to comply could result in disciplinary action.

Guidelines

- The progressive disciplinary process is initiated for serious situations in which policies, procedures or professional practices have been ignored or contravened, or a staff member's performance fails to meet acceptable standards.
- The Director of Operations is available for consultation at any stage of the process and must be involved prior to a written warning. The Director of Operations and CEO must both be involved prior to suspension or dismissal.
- A member of the bargaining unit has the right at any time to have a union representative present when meeting with a supervisor to discuss disciplinary action. For each meeting the supervisor gives the staff member sufficient notice to consult the union representative and make arrangements for that person to attend.

Step One: Verbal Warning

The supervisor discusses the situation with the staff member, specifying clear expectations and standards of performance, a plan of action to bring about the desired change, a reasonable period of time for improvement, and a follow-up interview date.

Step Two: Written Warning

Should the problem continue after the time period specified in step 1, the supervisor provides a written warning. The staff member is advised that continued failure to improve the behaviour could lead to further disciplinary action including possible dismissal.

Step Three: Suspension

If the staff member's performance fails to improve or if there is a recurrence of unacceptable misconduct, the supervisor, division director and Director of Operations in consultation with the CEO determine the need for and length of the suspension.

After the suspension period, prior to returning to work, the supervisor and division director conduct a re-entry interview with the suspended staff member to discuss the conditions of return to work.

Step Four: Dismissal

If the staff member's conduct fails to improve or if there is a recurrence of unacceptable misconduct, the supervisor, with the division director, Director of Operations and CEO, prepares for termination.

The legal aspects of termination are governed by legislation and are subject to change. For definitive rules on employment standards and legal aspects of terminations, consult a labour lawyer or human resources specialist and refer them to the Ontario Ministry of Labour (www.labour.gov.on.ca).