



Rural Municipality of Meadow Lake #588 Policy

Policy #HR-006

Policy Title: Employee Supervision, Correction, Discipline and Dismissal

Policy Objective:

To define authorities for employee supervision, correction and discipline and the dismissal of employees in both the Bargaining Unit and the out-of-scope employees

Authority:

Council Resolution #137/19

Dated: July 8, 2019

Policy:

All employees are ultimately responsible to and under the direction of the Chief Administrative Officer.

1. Day to Day supervision of Employees
 - a. All Administration office employees take day to day direction from the CAO or their supervisor and/or the persons they provide operation support to as appointed by the CAO.
 - b. Unionized outside employees take direction from the Manager of Public Works, or in his/her absence, to the person delegated to act in their stead. The delegate will be appointed by either the Manager of Public Works or the Chief Administrative Officer.
2. Employee Correction and Discipline for **Non Union** Administration Employees
 - a. All employee correction and discipline will be approached with tact and in a respectful manner. The goal of employee correction and discipline is to ensure that the employee becomes more successful in their role with the organization.
 - b. When a supervisor identifies that a relatively minor correction is required they should arrange to have a private conversation with the employee to provide some coaching to correct this issue. No record of this discussion would be made in the employee file.
 - c. If the situation persists or the corrections is of a more serious nature, the following protocol will apply:
 - i. Verbal warning
 1. A conversation between the supervisor, HR Office and the employee outlining the nature of the concern and the corrective action to be taken. This is documented by the supervisor in case further action is necessary and kept in the employee personnel file.
 - ii. Written Warning
 1. If the problem persists (or other problems emerge) the supervisor will provide the employee with a written warning detailing the objectionable behavior along with consequences. This document will include a time frame in which the employee is expected to correct these problem areas and the standard in which they will be held to. This


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document should be signed by the supervisor and the employee and is kept in the employee personnel file.

- iii. Final Written Warning with Suspension
 - 1. If the situation requiring corrective action still persists, the employee will receive a Final Written Warning and may be placed on an unpaid suspension. The final warning will include copies of previous warnings issued.
- iv. Termination
 - 1. The Chief Administrative Officer has the authority to dismiss the employee.
- d. Prior to any corrective action, the supervisor should consult with the HR Officer. The HR Officer will arrange with the employee and the supervisor to mediate a meeting between the two parties.
- e. All documentation will be filed in the personnel file for a period of 18 months. If no further incidences occur, these records may be removed from the file.
- f. In general, if the situation requiring correction persists, the employee has placed themselves in a position to be dismissed with cause. All such matters will be referred to the Chief Administrative Officer.
 - i. The Manager of Public Works and the Chief Administrative Officer will complete an investigation and come to a consensus as to the outcome for the employee (discipline or dismissal)
- 3. Employee Correction and Discipline for Union Employees
 - a. The CAO and/or Manager of Public Works is responsible for correction and discipline of union employees.
 - i. All employee correction and discipline will be approached with tact and in a respectful manner.
 - ii. The goal of employee correction and discipline is to ensure that the employee becomes more successful in their role with the organization.
 - iii. Employee correction and discipline for union employees should be carried out in accordance with the Collective Agreement. In cases where the Collective Agreement is silent, then this policy will be referred to.
- 4. Employee Dismissal
 - a. The Chief Administrative Officer has sole authority for dismissal of non-union administration employees and has authority to dismiss any employee (including those in the bargaining unit).
 - b. The Manager of Public works has the authority for dismissal of unionize outside employees for which he/she has direction over.
 - c. All dismissal decision should be carried out after due consideration of the correction and discipline steps outlined in this policy, the Saskatchewan Labour Standards, and with due regard to the Collective Agreement for employees in the bargaining unit.
 - d. Notwithstanding the above, the Chief Administrative Officer and Manager of Public Works may make immediate dismissal of an employee where there has been a gross violation of conduct, or a serious violation of safety rules. Examples include, but are not limited to: extensive damage to Municipal property, theft, fighting, bringing firearms or other weapons to the workplace.

