

KELOWNA AND DISTRICT SOCIETY FOR COMMUNITY LIVING

PROCEDURE: DISCIPLINE PROCEDURES

Applies to: All Personnel and Volunteers

Effective/Revision Date:

1993

April 28, 2003

When it becomes necessary for disciplinary action to occur, it will normally progress through the following stages. Stages 2 through 5 are carried out by exempt staff only.

1. Counselling:

Counselling should always come prior to any discipline and is typically done by the supervisor. The supervisor outlines verbally the problem behaviour or misconduct and identifies means of correcting it. These discussions may be summarized in memos. However memos cannot be given to an employee without the discussion occurring first. Memos serve to clearly identify the issue and how it can be resolved. They are not notices of discipline but descriptor of the problem and how it can be resolved.

An accumulation of counselling discussions or memos may result in disciplinary action. Depending on the severity, frequency, and repetitiveness, the decision to move to the first step of discipline will need to be determined.

Sensitive areas like drug or alcohol abuse require counselling as well; however, they must be referred to qualified personnel.

2. Oral Reprimand:

An oral reprimand consists of a meeting with the employee or volunteer, the immediate supervisor and the executive director or designate. A written letter summarizing the discussion will be given to the employee, a copy placed on their file and provided to the union.

Unless someone has committed a serious infraction, this is where discipline begins.

3. Written Reprimand:

A written reprimand is imposed when an oral reprimand may have been given, but has not been successful in bringing out the desired results.

A written reprimand will outline the nature of the infraction with relevant data such as time, date, place and make reference to previous warning(s) if applicable. A warning against repetition will also be included, advising that such may lead to the next step.

4. Suspension:

If previous disciplinary measures have failed or the misconduct is very serious a suspension may be appropriate. The employee or volunteer will be provided with a verbal and written explanation of the suspension, the corrective measures that need to

be taken, duration, expectation of future behaviour and the results of not correcting the behaviour.

5. Discontinuation of Employment or Volunteer Position:

Discontinuation of employment or of a volunteer position is a disciplinary measure that is only used when all other corrective measures have failed and/or are considered inapplicable because of the nature of the offence.

Dismissal can be based on an accumulation of disciplinary actions, which have been communicated to the employee in writing. However, dismissal on the basis of a single but serious offence is not precluded.

Discharge requires concurrence of the supervisor(s) and the executive director. A Board member may be included as well.