



**Progressive Disciplinary Policy**  
**Adopted by resolution: January 21<sup>st</sup>, 2016**  
**Effective: January 21<sup>st</sup>, 2016**

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## **Policy Intent**

The Rural Municipality of Antelope Park No. 322 has adopted a policy of Progressive Discipline for outside employees to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise. The Rural Municipality of Antelope Park No. 322 has established a set of reasonable rules and guidelines for employees to follow. This policy has been adopted by council to ensure that employee safety, and the overall protection of the Rural Municipality of Antelope Park No. 322 employees, property, and municipal practices.

This policy shall:

1. Outline the steps taken for progressive discipline
2. Summarize prohibited actions and behaviours
3. Detail the procedures for documentation and investigation of prohibited actions and behaviours;
4. Discuss the possible resolution provided by progressive disciplinary actions;
5. Describes the appeals process

## **Progressive Discipline**

In the event that an employee of the Rural Municipality of Antelope Park No. 322 violates municipal policy or exhibits problematic behavior, a system of progressive discipline shall be utilized where possible.

Employees will be given three opportunities to correct the unwanted behavior.

With each infraction or apparent problem, the employee will be provided with a written warning to alert them to the problem, provide a reiteration of the correct municipal policy regarding the violation, advise them of the consequences associated with further infractions, and provide a suggestion towards a method of improvement.

If no further infractions of the policy in question occur after the initial written warning, no further disciplinary action shall follow.

As the situation dictates, the Rural Municipality of Antelope Park No. 322 reserves the right to skip the three step disciplinary process and move straight to termination where necessary.

The number of offences is accumulative and maybe for different offences.

# Prohibited Actions and Behaviours

## Category One (1)

- Category one (1) is comprised of minor offences that are subject to progressive disciplinary action.
- First offence for any category 1 violation shall result in a written warning, and the employee shall be advised that further violations may result in a suspension or termination of employment.
- Second offence shall result in a written warning in conjunction with the possibility of suspension or termination of employment. The employee shall be advised that further violations will result in the termination of employment.
- Third offence shall result in the employee's termination of employment with the Rural Municipality of Antelope Park No. 322.

## Category One (1) Offences

- Arriving to work late with reasonable cause
- Failure to properly report workplace absenteeism or failure to provide reasonable cause for an absence from the workplace.
- Job abandonment without prior authorization, with the exception of scheduled breaks
- Disorderly, immoral, or indecent conduct on municipal premises
- Creating a disturbance that interferes with the normal job activities of other employees.
- Failing to successfully meet goals, deadlines or job requirements
- Willful non-compliance with occupational health and safety regulations and/or municipal policies.
- Causing an unsafe work environment, and thereby endangering the safety of the Rural Municipality of Antelope Park No. 322 employees and residents.
- Engaging in malicious gossip and/or the spreading of rumors.
- Purchases of supplies or equipment not authorized by the Rural Municipality of Antelope Park No. 322 foreman.

## **Category 2**

Category two is comprised of offences that are considered to be of substantially offensive nature, and are dealt with accordingly.

First offence of any category 2 offence violation shall result in either the immediate suspension or termination of employment of the employee.

### **Category Two (2) Offences**

- Possession of alcohol, narcotics, or non-prescribed pharmaceuticals while on municipal property of while working for the municipality.
- Reporting for work while under the influence of alcohol, narcotics or non-prescribed pharmaceuticals.
- Workplace violence, including but not limited to: fighting assault, harassment, or possession of a weapon.
- Willful destruction of another employee's property, the Rural Municipality of Antelope Park No. 322's property.
- Theft, including physical and intellectual properties.
- Insubordination (willful disregard for a lawful order from a supervisor)

## **Investigation and Documentation**

All violations or alleged violations of municipal policy, or offences as outlined above, shall be properly investigated and documented by the Administrator.

All measures taken in the discipline process shall be documented.

The Rural Municipality of Antelope Park No. 322 shall retain all documentation in the employee's file for future reference.

### **Termination of Employment**

Termination of employment with the Rural Municipality of Antelope Park No. 322 may occur following an employee committing multiple violations of municipal policy, after the logical steps of the disciplinary action have been taken.

Termination of employment may be necessary, and immediate following a severe violation of municipal policy.

Termination of an employee when required will be performed with the supervisor and the Reeve present.

## Appeals

In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with council.

Written appeals shall contain documentation supporting the appeal.

The Rural Municipality of Antelope Park No. 322 council shall review and respond to all written appeals.

## Acknowledgement and Agreement

I \_\_\_\_\_ acknowledge that I have read and understand the Progressive Discipline Policy for the Rural Municipality of Antelope Park No. 322. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth by this policy, I may face corrective action.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_