



Department <b>Human Resources</b>	Policy No. <b>HR 022</b>	Page <b>1 of 2</b>
Policy Title <b>DISCIPLINE, SUSPENSION AND DISMISSAL OF STAFF</b>		

Council Resolution No. 110-03    Date: February 25, 2003	GMCS	CC	Cross Reference	Effective February 25, 2003
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**PURPOSE**

Parkland County believes in an approach to discipline that is progressive and corrective in nature, and outlines this approach in this policy.

**POLICY**

Council expects each employee to competently and co-operatively perform the duties and responsibilities required to fulfill the position for which the person is employed. In the event that an employee fails to meet these expectations, the Council requires the County Commissioner or designee to initiate corrective action designed to restore a desirable level of productivity.

Such corrective action should normally proceed along the following sequence of events until the desired change occurs:

STEP A. A verbal or written communication of unfulfilled expectations issued by the immediate non-union supervisor.

STEP B. A written reprimand outlining expected behaviour changes issued by the immediate non-union supervisor.

STEP C. A suspension from work for failing to meet expectations issued by the immediate non-union supervisor.

STEP D. A termination of employment signed by the Commissioner or designee.

**PROCEDURES**

1. When applying disciplinary action, those responsible shall attempt to adhere to the following principles:
  - a. Every employee has a right to be formally made aware of the expectations not fulfilled.
  - b. Every employee has the right to appeal any formal disciplinary action through the line of authority.
2. A verbal or written communication of unfulfilled expectation (Step A) will be retained in the employee's file.
3. Only written reprimand(s) (Step B) and suspension(s) (Step C) shall be recorded in the employee personnel file along with any written response or defense provided by the employee.
4. Except in cases of an extremely serious breach of employer expectations, termination shall not be initiated until the process of written reprimands and suspension have first been followed.

# POLICY

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<p>5. The main purpose of written reprimand(s) and suspension(s) is to impress upon the employee the need for a change of any behaviours that are considered unacceptable to the employer. The onus to change behaviour rests entirely with the employee although the employer may provide direction if it is deemed advisable.</p> <p>6. Termination of employment shall not be initiated until the Commissioner has personally reviewed the case for procedural fairness and just cause.</p> <p>7. The Manager, immediate supervisor and the employee shall attend any termination meeting. In the case of a Manager, it will be the General Manager, and the County Commissioner.</p> <p>8. Council must also review any dismissal without cause prior to any termination.</p>		